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300+
SOLVED
ESSAYS & LETTERS

IELTS

**GENERAL TRAINING
ESSAYS & LETTERS
FROM THE PAST EXAMS**

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IELTS

GT Essays and Letters FROM THE PAST EXAMS

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PREFACE

This book is the fourth in the series of my books for IELTS, which contain questions from the past exams. My earlier books on Academic Writing and Speaking have fetched remarkable sales. This book is meant to help the average student crack the IELTS essay. Over 10 years of my IELTS coaching experience has taught me a lot about what all would help the students do better in the writing module of the IELTS. Over the years, I have seen fairly good students getting 7+ in the other modules of the IELTS, fall to less than 6 bands in the writing module, but I have also seen those with less than 6 in the other modules, get a 6+ in writing. Over the years, I have coached thousands of students, checked their writings almost every day, and so I somehow know what precisely they have written in their exam. From their writing band scores, I have made important deductions as to what works, and what does not work in an IELTS writing section.

The IELTS essays and letters should have a plan. Time spent on the plan, is time well invested. A plan is surely going to produce an essay or a letter, which works. A crisp, but brief and to-the-point introduction and conclusion, and two to three well planned paragraphs with relevant topic sentences, is all that is needed for the IELTS Writing Section.

This book has over 300 essays and letters seen in the actual IELTS exams, most of which have been repeated many times. Valuable contributions have been made to the book by Sumeet Kaur (CELTA certified, and my top faculty), Ravpreet Singh (head of Mohali Centre), Mrs Anupam Kaur (looking after the online students), and Indroop Singh (faculty and student counselor, Phagwara Centre). This book would not have been possible without their efforts.

Hope you enjoy going through the essays and letters in the book.

Kiranpreet Kaur Makkar

General Introduction

The IELTS General Training Writing Test lasts for 1 hour and includes 2 tasks.

- Task 1 is a letter and you must write at least 150 words. You should spend about 20 minutes out of the hour for Task 1.
- Task 2 is an essay and you must write at least 250 words. You should spend about 40 minutes for Task 2.

Task 1 writing is less important than Task 2 and to calculate the final writing mark, more weight is assigned to the Task 2 mark than to Task 1's mark. However, to get a good overall mark though, both tasks have to be well answered so don't practice less for Task 1 or give yourself too little time to answer it properly.

General Training Writing Task 1

The IELTS General Training Writing Task 1 asks you to write a letter of a minimum of 150 words in response to some situation or problem. The task will probably ask you to complain about something, to request information, ask for help, to make arrangements and/or explain a situation. All these are fairly similar tasks. The marking is done

General format of letter

Type of letter	Beginning	Ending
Formal, no name	Dear Sir or Madam	Yours faithfully,
Formal, with surname	Dear Mr. Sharma	Yours sincerely
Semi-formal, e.g. neighbour or colleague	Dear Ramesh	Yours truly
Informal, e.g. friend	Dear Saira	Yours lovingly

Each letter is marked with 4 different criteria, which share equal proportion of the overall band score.

1. Task Response(TR)

It means that you should cover all the points asked in the questions and answer the question with appropriate tone. You should also clearly state the purpose of your letter and include a closing statement in the end. Lastly if your word count is less than 150 words, you will be penalized and lose marks in Task Achievement.

2. Cohesion and Coherence (CC)

It means that your letter should be well organized and there should be a logical flow of the information presented by using appropriate linking devices.

3. Lexical Resource (LR)

This criterion assesses how effectively and accurately you can use your vocabulary to develop your ideas. Big words and phrases might lead to your letter becoming forced and unnatural.

4. Grammatical Range and Accuracy (GRA)

This means, you can use simple, complex and compound sentences, along with proper punctuation correctly.

General Training Writing Task 2

The IELTS essay is the second part of the writing section of the IELTS test. It requires you to write an essay with the minimum word count of 250, within a period of 40 minutes. There is no limit to the maximum word count. This part takes up 2/3rd of the overall score of the writing section.

Each essay is marked with 4 different criteria, which share equal proportion of the overall band score.

1. Task Response(TR)

Answer the question given with relevant ideas and examples. Do not digress. For example, if your essay asks you to write the problems faced by cities because of rapid urbanization, and you write the causes of urbanization, you will be off track and lose out on task response.

2. Cohesion and Coherence (CC)

Coherence means that your essay is easy to read and understand which goes with handwriting and language used in the essay.

Cohesion means your essay stays on-topic and does not provide any irrelevant and redundant details.

Cohesive devices or transition signals like 'however', 'despite this' and 'In conclusion' should be used more in academic writing. However, this does not mean that you should try to insert as many of these words in to your writing as possible. This is a common mistake in IELTS writing. Using too many of them, or using them inappropriately, can be detrimental. They are important, but must only be used at the appropriate time.

3. Lexical Resource (LR)

This criterion assesses how effectively and accurately you can use your vocabulary to develop your ideas. Big words and phrases might lead to your essay becoming forced and unnatural.

4. Grammatical Range and Accuracy (GRA)

This means, you can use simple, complex and compound sentences, along with proper punctuation correctly

Difference between Academic and GT Essays

There are very few differences between Academic and GT Essays.

- The biggest difference is that the writing task for GT is comparatively easier than the Academic Exam
- Second difference is in the types of topics that are covered in both the exams. The topics for essays in GT are generally related to Family, education and job etc whereas in Academic the topics can come from a wide variety of subjects such as science, economics etc.
- The marking criteria is same for both GT and Academic Writing.
- The essay types(Opinion, Problem Solution, Discuss) are also same for GT and Academic Writing.

Opinion essay

General information

- An opinion essay is a formal academic essay, which requires you to state your opinion (usually "agree or disagree") on a given topic.
- You need to provide reasons and supporting details to convince the examiner of your answer.
- There are 2 common approaches to write an opinion essay: 1 sided and balanced.

One-sided approach

- A one-sided essay is an essay where your opinion is completely inclined to only one side of the argument, which means you either completely agree or completely disagree with the issue given in the topic.
- Always give 2 to 3 reasons to support your opinion, each of which must be analyzed and supported by specific details in each of the two or three paragraphs in the body.
- You can also give two reasons to support your opinion, and the third paragraph can contain the opponents' opinion with your refutation. In either case it will be a totally agree or disagree essay.

Let's see the complete structure of a one-sided opinion essay:

Introduction:

- Sentence 1: Paraphrase the background information given in the topic
- Sentence 2: State whether you completely agree or completely disagree with the issue.

Body:

First body paragraph:

- Sentence 1: The topic sentence (your 1st idea)
- Sentence 2-5/6: Give SPECIFIC examples or explanations to support the idea

Second body paragraph:

- Sentence 1: The topic sentence (your 2nd idea)
- Sentence 2-5/6: Give SPECIFIC examples or explanations to support the idea

Third body paragraph: (optional)

- Sentence 1: The topic sentence (your 3rd idea) OR The opponents view
- Sentence 2-5/6: Give SPECIFIC examples or explanations to support the idea OR Give arguments of opposite view and then refute with your view

Conclusion:

Restate your opinion that you completely agree or completely disagree with the issue given in the question

Balanced Opinion Essay

General information

- A balanced essay is an essay where you are inclined to one side of the argument but you do not deny the other side, which means you partly agree or partly disagree with the issue given in the topic.
- **BUT** - Never sit on the fence,
- Even if you accept that there are 2 sides of the argument, you still need to choose which one you would agree more.
- You need to analyze both sides of the issue and state which side you are in favor of at the same time.
- There are 2 places where you need to give your opinion: the intro, and the conclusion.

Let's see the complete structure of a balanced opinion essay:

Introduction:

- Sentence 1: Paraphrase the background information given in the topic
- Sentence 2: State that you partially agree or disagree with the issue. You can also say that you are more inclined on one side.

Body:

First body paragraph:

- Sentence 1: The topic sentence (your 1st idea)
- Sentence 2-5/6: Give SPECIFIC examples or explanations to support the idea

Second body paragraph:

- Sentence 1: The topic sentence (your 2nd idea)
- Sentence 2-5/6: Give SPECIFIC examples or explanations to support the idea

Third body paragraph: (Optional)

- Sentence 1: Your idea of the other view. But you can again say that you are more in favour of the first view even if this point also holds some water.

Conclusion: Restate your opinion that although both sides of the issue have solid arguments, which you agree upon, the arguments of one side are definitely more overpowering than the other.

	Task Response	Cohesion and Coherence	LR – Lexical Resource	GRA– Grammatical Range and Accuracy
Band 6	<ul style="list-style-type: none"> - Address all parts of the task although some parts may be more fully covered than others - Present a relevant position although the conclusions may become unclear or repetitive - Present relevant main ideas but some may be inadequately developed/unclear 	<ul style="list-style-type: none"> - Arrange information and ideas coherently and have is a clear overall progression - Use cohesive devices effectively, but cohesion within and/or between sentences may be faulty or mechanical - Use referencing clearly or appropriately, although at some places there may be flaws - Use paragraphing, but not always logically 	<ul style="list-style-type: none"> - Use an adequate range of vocabulary for the task - Attempt to use less common vocabulary but with some inaccuracy - Be able to communicate, although you may have some errors in spelling and/or word formation (but they should not impede communication) 	<ul style="list-style-type: none"> - Use a mix of simple and complex sentence forms - Be able to communicate, although you may make some errors in grammar and punctuation (but they rarely reduce communication)
Band 7	<ul style="list-style-type: none"> - Address all parts of the task - Present, extend and support main ideas, but there may be a tendency to over generalize and/or supporting ideas may lack focus 	<ul style="list-style-type: none"> - Logically organize information and ideas; and have a clear progression throughout - Use a range of cohesive devices appropriately although there may be some under-use or over-use - Present a clear central topic within each paragraph 	<ul style="list-style-type: none"> - Use a sufficient range of vocabulary to allow some flexibility and precision - Use less common lexical items with some awareness of style and collocation, although you may produce occasional errors in word choice, spelling and/or word formation 	<ul style="list-style-type: none"> - Use a variety of complex structures - Produce frequent error-free sentences - Have good control of grammar and punctuation but may make a few errors
Band 8	<ul style="list-style-type: none"> - Sufficiently address all parts of the task - Present a well-developed response to the question with relevant, extended and supported ideas. 	<ul style="list-style-type: none"> - Sequence information and ideas logically - Manage all aspects of cohesion well - Use paragraphing sufficiently and appropriately 	<ul style="list-style-type: none"> - Use a wide range of vocabulary fluently and flexibly to convey precise meanings - Skilfully use uncommon lexical items but there may be occasional inaccuracies in word choice and collocation, and you have only rare errors in spelling and/or word formation 	<ul style="list-style-type: none"> - Use a wide range of structures - Write a majority of error-free sentences - Make only very occasional errors or inappropriacies
Band 9	<ul style="list-style-type: none"> - Fully address all parts of the task - Present a well-developed response to the question with relevant, extended and supported ideas. 	<ul style="list-style-type: none"> - Use cohesion in such a way that it attracts no attention - Skilfully manage paragraphing 	<ul style="list-style-type: none"> - Use a wide range of vocabulary with very natural and sophisticated control of lexical features; rare minor errors occur only as 'slips' 	<ul style="list-style-type: none"> - Use a wide range of structures with full flexibility and accuracy, with rare minor errors occurring only as 'slips'

Common Essay Questions

1. Opinion essays
 - Opinion 1 – Agree/Disagree.
 - Opinion 2 – Is this a positive or negative development.
 - Opinion 3 – Are the advantages more than the disadvantages.
2. Discuss essays
3. Advantage and disadvantage essays
4. Problem and solution essays
5. Direct question essays (some might be two part questions)

Some important things to note

1. Contractions are not allowed (he's, she's, can't, won't).
2. Don't use informal language. However, you are writing for an educated non-specialist audience. Therefore, your language does not need to be as formal as that of university essays.
3. Always paraphrase or use synonyms when possible. Never copy the topic while writing the introduction.
4. Avoid using templates or memorized items for intro. Such templates can take a person from 4 to 5 or 5.5, but if your aim is 6 or above, these templates cannot help you. A simple but original introduction befitting the question asked will be better.
5. No clichés. For example, instead of writing 'every coin has two sides', it is better to write 'every argument has two sides'.
6. It is good to write complex sentences, but if the examiner has to read your sentence again to see what you mean, then it goes against you. So, write complex but clearly understood sentences. Avoid too long sentences.
7. In most cases you are expected to give your opinion. You may also have to include your life experience and relevant examples to support your opinion.
8. The topics of the IELTS writing questions are supposed to be of general interest, and they claim that no specialist knowledge is required. But it would be worthwhile to go through points of topics like telecommuting, gap year, genetically modified foods, globalization, rote learning, and many more. I believe that if you don't have ideas, even the best of language skills will not help you achieve your desired score. Ideas for some 100 such topics have been included in the speaking book, which is recommended along with this book for IELTS preparation.
9. Do not copy whole sentences or long phrases from the question. The examiner will recognize them, and they will not count towards your minimum number of words you must write.
10. The introduction should be approximately 35-50 words long. It is unnecessary for you to write a long introduction because it is the body that you need to focus on.

Discussion essay

General information

- Discussion essay is a formal academic essay where you are asked to discuss 2 sides of a given argument. The task may or may not ask for your opinion on the issue, only give your opinion if the task requires so. Try to find 2 ideas for each side of the argument.

Let's see the complete structure of a discussion essay:

Introduction

- Sentence 1: Paraphrase the background information given in the topic
- Sentence 2: Write a thesis statement saying that you will discuss both sides of the argument

Body

First paragraph: the first side of the argument

- Sentence 1: the topic sentence
- Sentence 2-5/6: Give 2 reasons and use SPECIFIC examples and explanations to support those reasons

Second paragraph: The second side of the argument

- Sentence 1: the topic sentence
- Sentence 2-5/6: give 2 reasons and use SPECIFIC examples and explanations to support those reasons

Conclusion: The restatement: restate your opinion

IMPORTANT: A discussion essay versus a balanced opinion essay

A lot of people have a difficult time differentiating between these 2 particular types of essay since both of them require students to present 2 sides of the given argument with the same way of writing. However, the difference is that in a balanced opinion essay, you have to write about **WHAT YOU THINK**, whereas, in a discussion essay you have to write about **WHAT OTHER PEOPLE THINK**. This means there is a difference in the proper language you can use in each type.

In a balanced opinion essay

- You can use phrases to express your own opinion like "I think", "I believe", "I agree" ... wherever you want.
- You can give examples of your own knowledge or experiences such as your family, your friends or a particular event you participated in to support your ideas

In a discussion essay

- You can use the typical language for a discussion to express other people's opinion such as "people think", "people believe", "it is believed/considered"...
- You can NOT give examples of your own knowledge or experiences.

Advantage & Disadvantage Essays

General information

Basically, an advantage/disadvantage essay is a discussion essay that asks you to discuss the advantages and disadvantages of a given issue, for example the advantages and disadvantages of using public transport. DO NOT give any opinions if you are not asked to. Divide your body into 2 separate paragraphs, each of which develops either the advantages or disadvantages of the given issue.

Let's see the complete structure of advantages & disadvantages essay:

Introduction

- Sentence 1: Paraphrase the background information given in the topic
- Sentence 2: Answer the question

Body

First paragraph:

- Sentence 1: The topic sentence (advantages or disadvantages)
- Sentence 2-5/6: 2 advantages or disadvantages

Second paragraph:

- Sentence 1: The topic sentence (advantages or disadvantages)
- Sentence 2-5/6: 2 advantages or disadvantages

Third paragraph: optional (but on the same lines)

Conclusion: The restatement: Restate your answer

Note: If the task asks for your opinion or your favorable side then state your opinion

Problem/Solution or Cause Effect Essays

General information

Such essays ask you to discuss the causes and solutions/effects of a given issue, for example the causes and solutions/effects of overpopulation. DO NOT give any opinions if you are not asked to.

Your cause & effect/solution essays would be structured as follows:

Introduction

- Sentence 1: Paraphrase the background information given in the topic
- Sentence 2: Answer the question

Body

First paragraph:

- Sentence 1: The topic sentence (the causes of the given issue)
- Sentence 2-5/6: Explain in detail 2 causes

Second paragraph:

- Sentence 1: The topic sentence (the effects or solutions of the given issue)
- Sentence 2-5/6: Explain in detail 2 effects/solutions

Third paragraph:(Optional)

- You can add a third paragraph at the appropriate place. If the causes are more then you need to add it as paragraph number 2, and the solutions or effects will be at number 3. If the effects or solutions are more, you can add it at number 3.

Conclusion: The restatement: Restate your answer

Another way to handle a problem/solution essay:

- Make each body paragraph with a problem and its solution.

Letters - Index

S. No.	Topic	Type
1.	Request letter to authorities for additional sports facilities https://youtu.be/y2zLjn3qo3w	Formal
2.	Invitation letter to English friend inviting for your wedding https://youtu.be/XyXxEWp3f_M	Informal
3.	Request letter to hotel to return your things which you accidentally forgot there https://youtu.be/zDWkjMc2Co	Formal
4.	Apology letter to a friend who is visiting from abroad who is to stay with you but you can't accommodate her	Informal
5.	Resentment letter to the director of your company as they have decided to close the cafeteria	Formal
6.	Complaint letter to airport manager for the problems you faced at the airport	Formal
7.	Letter to friend accepting her request to look after her children	Informal
8.	Letter to airport manager for appreciating an employee who helped you with a problem at the airport	Formal
9.	Invitation letter to a friend for a photography exhibition where your prize winning photo will be shown	Informal
10.	Apology letter to friend who bought theatre tickets for you but you cannot go	Informal
11.	Request letter to bank manager for rescheduling your appointment	Formal
12.	Request letter to a restaurant manager to help organize a party for family member	Formal
13.	Request letter to the accommodation officer of a local college to help you with renting a room in your house to students	Formal
14.	Letter to ex-college principal accepting their request to give speech to current students	Formal
15.	Complaint letter to organizer who booked a hotel (you didn't like) for you in another country	Formal
16.	Letter to friend telling him about a part time job you found for her/him	Informal
17.	Letter to the owner of a bag which you found and you want to return	Semi-formal
18.	Letter to your manager to nominate the best employee of the year	Formal
19.	Letter of apology to a colleague for your inability to attend farewell party	Semi-formal
20.	Letter of complaint to landlord about problems you are facing in the apartment	Formal
21.	Letter to colleague suggesting the apartment that you are vacating	Semi-formal
22.	Reply letter to a friend who has asked about a course which you have done	Informal
23.	Letter to apply for a job as an English speaking tour guide	Formal
24.	Apology letter to the landlord for the damages you have done to the kitchen	Formal
25.	Apology letter to your manager because an important office bag was stolen from you	Formal
26.	Letter of thanks to a teacher who was very good when you did a short course in an English speaking country	Formal
27.	Letter to the travel agency to reschedule your flight tickets	Formal

28.	Letter to book a professional photographer	Formal
29.	Letter to offer your concert tickets to a friend as you can't go	Informal
30.	Apology letter to a friend because you can't pick him from airport as planned	Informal
31.	Complaint letter to tour agency who gave you wrong info about another city	Formal
32.	Thanks letter to colleagues who wished you well after you broke your leg	Semi-formal
33.	Letter to college about change of course which was different from its description in the brochure	Formal
34.	Letter to newspaper recommending the best neighbour	Formal
35.	Letter to friend telling your new apartment and inviting her	Informal
36.	Letter to friend about useful (for job) article in magazine	Informal
37.	Letter to environment officer apprising about garbage problem in neighbourhood	Formal
38.	To a friend whom you had lost contact for a long time	Informal
39.	To a friend who knows about a foreign country where you got a job	Informal
40.	Letter to accommodation officer in foreign university	Formal
41.	Letter to train's lost and found deptt. About an object you left	Formal
42.	To your manager of a new company overseas requesting job for your accompanying relative	Formal
43.	Letter to the producer of a TV show about a place on which a show could be made	Formal
44.	Complaint letter to a store for bad customer service	Formal
45.	Complaint letter to a transport officer about problem	Formal
46.	Letter to real estate agent for changing your apartment	Formal
47.	Complaint letter to a hotel manager about bad experience	Formal
48.	Request letter to a restaurant manager to help organize a party for friend	Formal
49.	Complaint letter to store manager about furniture item	Formal
50.	Complaint letter to supermarket manager about a faulty item you purchased	Formal
51.	Letter to editor of a magazine about wrong info about a place	Formal
52.	Apology letter to friend because you damaged something you borrowed	Informal
53.	Letter to a bus company about something you lost in a bus	Formal
54.	Request letter to neighbour for looking after your house	Semi-formal
55.	Complaint letter to online store for two wrong items sent	Formal
56.	Resentment letter to authorities for the plan of making an airport in your area	Formal
57.	Thanks letter to a friend in another city where you got a job, and he has offered to find accommodation	Informal
58.	Letter to your manager complaining about a colleague	Formal
59.	Letter to your manager recommending a person who is good at translations	Formal
60.	Letter to a college who are giving you admission in an alternative course	Formal
61.	Reply letter to a friend who has asked about a music academy for her children	Informal
62.	Letter to invite colleagues from a different department about a conference you are arranging	Semi-formal
63.	Letter to your manager who is offering some employees to work from home, requesting working from home	Formal
64.	Letter to your manager requesting working from home	Formal

65.	Letter telling your friends a good news and invite for party	Informal
66.	Letter to football team mate as you have to leave the team for a while	Semi-formal
67.	Letter to classmate about class reunion party	Semi-formal
68.	Letter to a foreign friend who is visiting your country	Informal
69.	Letter to cinema manager about a problem in cinema	Formal
70.	Letter to your friend who is moving to your hometown	Informal
71.	Resentment letter to authorities about plan to replace a library with a supermarket	Formal
72.	Apology letter for inability to attend friend's wedding in Britain	Informal
73.	Complaint letter to flight manager about behaviour of crew member	Formal
74.	Request letter to teacher for reference letter for MNC job	Formal
75.	Letter to a NGO offering voluntary work to help children	Formal
76.	Letter of invitation to a friend in a different city for family party	Informal
77.	Letter to friend telling to apply for a job in your company	Informal
78.	Apology letter to a friend for not keeping the appointment	Informal
79.	Request letter to a financial organisation to fund your course	Formal
80.	Letter to friend asking to participate in a public event in your town	Informal
81.	Letter to travel company to re-reserve the same apartment which you got in previous holiday	Formal
82.	Letter to friend about your relative who is visiting her country	Informal
83.	Letter to your manager telling him about an article in a magazine which printed wrong info about your company	Formal
84.	Letter to decline full time job offer in a company where you are working part time	Formal
85.	Letter to a tour company appreciating a staff member who helped you	Formal
86.	Letter to travel agent to change your accommodation in another country where you are going as student	Formal
87.	Letter to your manager asking permission to attend a conference which would help in your work	Formal
88.	Letter to apply for a job in International Hotel	Formal
89.	Letter of complaint to landlord as he is increasing the rent	Formal
90.	Reply letter to friend who has asked suggestions about new business	Informal
91.	Letter to friend who is visiting your town	Informal
92.	Apology letter to friend because you damaged something while looking after her house	Informal
93.	Letter to a newspaper appreciating a restaurant	Formal
94.	Apology and thanks letter to teacher because you couldn't return her book in time	Formal
95.	Letter to HR department applying for a job in international company	Formal
96.	Letter to friends telling about your new job and inviting for a party	Informal
97.	Letter to friend about unpleasant issues at work	Informal
98.	Letter to a language teacher for joining her classes	Formal
99.	Complaint letter to a store manager about a damaged TV	Formal
100.	Letter to an old friend whom you met in your last business trip and are going to meet again	Informal
101.	Complaint letter to a builder	Formal

102.	Complaint letter to sports centre about some problems	Formal
103.	Letter to your child's teacher asking for a day off	Formal
104.	Letter to your course organiser giving feedback about your course	Formal
105.	Letter to friend telling about your upcoming holiday in his country	Informal
106.	Letter to local authorities about traffic problems in your area	Formal
107.	Letter to the editor of a magazine which had written defaming things about a restaurant which you like	Formal
108.	Letter to your manager asking permission to give a presentation about a conference which you attended	Formal
109.	Letter to your professor about your dissatisfaction with a part-time short course you are doing	Formal
110.	Letter requesting your principal to issue you a duplicate certificate as you have lost the original	Formal
111.	Letter of thanks to an English speaking friend whom you visited recently	Informal
112.	Letter to college principal about a course you want to do	Formal
113.	Letter to taxi company about something you forgot in taxi	Formal
114.	Letter to foreign friend who is coming to attend a wedding in your home but you can't pick her up	Informal
115.	Letter to employer for your inability to attend the computer skills training course	Formal
116.	Letter to hotel manager about a family party in a private room	Formal
117.	Letter to language teacher as your children need extra help in that language	Formal
118.	Letter to manager about permission to attend a training course	Formal
119.	Letter to college principal about your inability to attend evening classes	Formal
120.	Letter to friend requesting help with raising money for charity	Informal
121.	Letter to café manager about café you use	Formal
122.	Thanks letter to a person who returned something you lost	Semi-formal
123.	Letter to camp organiser to apply for a job to help with children's summer holiday camp	Formal
124.	Letter to friend for help in translating a document	Informal
125.	Letter to a colleague who is coming from another country to attend a meeting in your office	Semi-formal
126.	Letter to the manager of a new company declining his job offer	Formal
127.	To a colleague asking help with an equipment needed for a presentation	Semi-formal
128.	To the director of a summer school recommending your friend for the post of sports instructor	Formal
129.	To the hotel manager to organise the staff party, which is held every year	Formal
130.	To a hotel manager to book a business meeting	Formal
131.	To the manager of a building company expressing resentment on the plan of new housing in vacant place	Formal
132.	Letter to your ex teacher for borrowing books to teach English	Formal
133.	To friend for sharing your holiday photo because you have problem with your photos	Informal
134.	To a tour company because of the problems you faced with a taxi arranged by them	Formal
135.	To a friend to thank him for a meal at his home	Informal

136.	To a college in foreign country who has asked you to volunteer for an international day	Formal
137.	To a restaurant manager whose restaurant is next to your house to tell him about your renovation	Formal
138.	To a museum manager to tell about the problem you and your elderly friend faced	Formal
139.	To a shopkeeper in a different city from where you bought defective clothes	Formal
140.	To the city council because they want to demolish a historic building	Formal
141.	To a friend who had a baby and you want to see her and gift her something for her baby	Informal
142.	For a job to look after a house in Scotland where the owners are going away for some time	Formal
143.	To the manager of a company where you would like to do internship as part of a course.	Formal
144.	In response to a newspaper ad of helping to protect the environment	Formal
145.	To the neighbour because his animals cause noise	Semi-formal
146.	To your manager to critique an article which you have written for a magazine	Formal
147.	To a moving company who damaged some articles while moving	Formal
148.	To a friend who thanked you for helping in an interview.	Informal
149.	To your teacher about recent internship and plans after graduation	Formal
150.	To an advertising company for wrong information	Formal
151.	To a friend who has asked you to be a partner in a start up business	Informal
152.	To a newspaper editor to a TV program you like	Formal
153.	To airport manager for a flight you missed	Formal
154.	To your manager as you wont be able to do your job in full because of a minor surgical procedure	Formal
155.	To your colleagues thanking them in your working trip overseas	Semi-formal
156.	To your manager because some office equipment is not working properly	Formal
157.	To thank the manager of a company where you worked for a short period as part of study	Formal
158.	To a museum telling them you found something of historical importance	Formal
159.	To a cinema manager telling him that you lost your bag in the cinema	Formal
160.	To a friend who has offered to take care of your children while you are away	Informal
161.	To a friend who has offered to sell you something	Informal
162.	To the college administration complaining about the college facilities	Formal
163.	To the city council regarding the swimming pool proposed to be built in your hometown	Formal
164.	To a hotel manager thanking for the party	Formal
165.	To an NGO where you want to volunteer to look after the elderly	Formal
166.	To an international company where you wish to work without pay	Formal
167.	To a friend advising her what to study	Informal
168.	To a sports club suggesting improvements	Formal
169.	To the local council about the closure of a playground	Formal
170.	To a friend whose elderly parents are coming to visit you	Formal
171.	To a telephone company who sent your bill to the wrong address	Formal
172.	To a teacher who has invited you to her home but you cannot go	Formal
173.	To a travel agency for an unsatisfactory trip	Formal
174.	To the editor of a newspaper about your social meetings	Formal

Essays - Index

S. No.	Essay	Category
1.	Stress at the workplace – Problem solution	Job
2.	Dress Code – Uniform at work	Job
3.	Telecommuting and stress at home	Job
4.	Telecommuting – advantages / disadvantages	Job
5.	Going abroad for work with family – Advantages/disadvantages	Job
6.	Hiring methods – Interview and other methods	Job
7.	Retirement age should be extended or not	Job
8.	Change jobs or stick to one	Job
9.	Self employed or working for others	Job
10.	Work-life balance – Problem solution	Job
11.	High earnings of celebs	Job
12.	Promotions should be given to employees within the company or new hiring	Job
13.	Decision making in company – managers or workers	Job
14.	University students and part time jobs	Job
15.	Women doing jobs traditionally done by men	Job
16.	Young workers vs older workers in a company	Job
17.	A high salary or job satisfaction	Job
18.	Teenage students and part-time jobs	Job
19.	Doctors should not focus on profit making activities such as plastic surgeries and focus on patients health	Job
20.	Some professions are more honest than others. Why	Job
21.	Are women really suited for police jobs	Job
22.	Why are some professionals like doctors, lawyers paid higher?	Job
23.	Women in the workforce when children are young	Job
24.	Employers can call employees anytime even during holiday	Job
25.	Reducing the number of school hours is good or bad	Education
26.	Homework and student stress	Education
27.	Children and parenting classes at school	Education
28.	Uniform in schools	Education
29.	Cooking classes in schools	Education
30.	Should money management be taught in schools	Education
31.	Importance of imparting health education in schools	Education
32.	Science study in schools	Education
33.	Physical activities (sports) in schools	Education
34.	Should teenagers study all school subjects or only those in which they are interested in	Education

35.	Unpaid internships – pros and cons	Education
36.	Importance of the skill of handwriting	Education
37.	Importance of arts, drama, creative writing in schools	Education
38.	Students who don't do well become successful in life. Reasons for this. What is needed for successful life	Education
39.	Should teachers be friendly or strict//Should students be afraid or have friendly relation with teacher	Education
40.	To be a good teacher is training required or is experience enough	Education
41.	Should public speaking be taught in schools	Education
42.	School starting age	Education
43.	Private tuitions - advantages/disadvantages	Education
44.	Nursery schools – advantages/disadvantages	Education
45.	Schools open till late – pros and cons	Education
46.	Science and technology vs history and geography in primary schools	Education
47.	Academic subjects like history and physics vs practical subjects like car machinery and cookery	Education
48.	Practical subjects like car maintenance and managing a bank account in addition to academic subjects	Education
49.	Traditional subjects like history vs communication skills and business management	Education
50.	Music vs science in primary schools	Education
51.	Should schools impart moral values	Education
52.	Who is better at learning a foreign language – Young or old	Education Language
53.	What is the difficult part of learning a foreign language	Education Language
54.	Should foreign language be mandatory in schools	Education Language
55.	No need of human interpreters of language because computers can translate languages	Education Language
56.	Some languages losing their importance and may become extinct	Education Language
57.	Should schools invest in teachers or technology with their limited resources	Education
58.	Students and school administration	Education
59.	Road transport is taking over rail transport – positive or negative	Transport Travel
60.	Cars vs public transport -	Transport Travel
61.	Should cars be banned in city centres	Transport Travel
62.	Air travel has become cheaper – positive or negative	Transport Travel

63.	Should roads be widened to solve traffic problems	Transport Travel
64.	Increasing number of private cars is positive or negative	Transport Travel
65.	Decrease in international travel in future will be positive or negative	Transport Travel
66.	Youth tourism – travelling abroad is positive or negative for the youth	Transport Travel
67.	Travelling alone or with someone	Travel Tourism
68.	Free public transport	Transport Travel
69.	Should visitors follow host country's customs	Tourism
70.	Noise pollution	Environment
71.	Tourist destinations being damaged - Reasons and solutions	Environment - Tourism
72.	Negative environmental effects of tourism	Environment - Tourism
73.	Do tourists learn or not by touring	Tourism
74.	Why people are travelling. Is it good or bad for host country	Tourism
75.	Car vs bicycle in city centres	Environment
76.	Should companies which cause pollution be taxed	Environment
77.	Why people don't care for the environment	Environment
78.	People prefer bicycles – effects of this	Environment
79.	Rubbish is increasing – Problem solution	Environment
80.	Garbage has increased globally – Solutions	Environment
81.	In spite of technological developments in transportation, many people believe that bicycle is the best way to reach any destination. What are the advantages and disadvantages of using bicycle nowadays?	Environment
82.	Most countries allow 18 year olds to start driving a car. Some say it is good to allow at that age. Others think that the age to start driving should be at least 25 years. Discuss both views and opine.	Environment Age of driving
83.	Weekly pocket money is good for children – agree or disagree	Money matters
84.	Plastic money -	Money matters
85.	Money and happiness	Money matters
86.	Spending money on looks is good or not good	Money matters
87.	Spending on birthdays and other events	Money matters
88.	Death penalty or capital punishment	Crime
89.	People watching crime in movies – reasons and effects	Crime Media
90.	Prisons vs education and job training	Crime Prisons
91.	Should the purpose of TV be to educate or to entertain	Media TV
92.	Watching TV is enjoyable or is it a waste of time. TV has enriched our lives	Media TV

93.	TV vs other form of media	Media TV
94.	Radio vs TV and internet	Media Radio
95.	Which is the best medium for news	Media News
96.	More media attention to celebs – Reasons and effects	Media and celebs
97.	Should media publicize people's private lives	Media and private lives
98.	TV contributes more than other inventions to the life of man	Media TV vs other inventions
99.	National news vs international news	Media News
100.	Use of internet for shopping and information – Advantages and disadvantages	Media Internet –pros and cons
101.	Films as educational tools for children	Media Films
102.	Internet vs traditional book	Media Internet and book
103.	Latest technology's effect on communication	Technology – Communication
104.	Is there less communication than past	Technology - Communication
105.	People use electronic equipment – Is it good or bad	Technology - electronic equipment
106.	Computers have made the world better – Agree or disagree	Technology - computers
107.	Adults playing computer games – reasons and whether it is good or bad	Technology – Computer games
108.	Manual jobs being done by machines is good or bad	Technology machine automation
109.	Mobile phones are more useful in personal or professional lives	Technology – cell phones
110.	Social networking sites – Good or bad for making friends	Technology – social network sites
111.	Many adults think that childhood and schooldays are the best years of a person's life. What's the reason for this? Do you agree or disagree?	Children - childhood
112.	Should parents control the behaviour of children from a very young age	Children - rules
113.	Children brought up in joint families	Children – joint families
114.	Teenagers and their problems	Children – problems
115.	Children and cell phones	Children – Cell phones
116.	Children and computer games – vs outdoor games	Children – computer games
117.	Children and computer games vs reading	Children – computer games
118.	Young people are less polite than past Reasons and solutions	Young people - less polite

119.	People marrying late	Family – late marriages
120.	Paid maternity leave	Family
121.	Childcare courses for all parents-to-be	Family
122.	Children and violent cartoon characters on TV	Children and TV
123.	Children and too much TV	Children and TV
124.	TV can help in children's development or not	Children and TV
125.	Children wanting to watch same TV programmes and play same video games as friends	Children and parallel play
126.	Children leave parents homes and live on their own	Children living alone
127.	Family more important than friends	Children and family vs friends
128.	Children learn more from team sports or solo sports	Children – team sports
129.	Why people live alone	Family -
130.	Rural young people moving to cities, old people live in villages	Family
131.	Urbanization and its problems	Family Urbanization
132.	Children and toys	Children toys
133.	Generation gap	Children Family
134.	Children being brought up in cities or countryside	Children family
135.	Children and responsibility	Children
136.	Children and health	Children
137.	Childs success depends on parents bringing up	Children family
138.	Children and official adulthood	Children
139.	Should children obey parents or take own decisions	Children
140.	Old people looked after by children or old age homes	Old people
141.	Old people being looked after by professionals in their homes	Old people
142.	More old people than young – Why and advantages disadvantages	Old people
143.	Why people are living longer	Old people
144.	People and stress	People and stress
145.	Was life better in the past	People and life
146.	People like hot climate vs cold climate	People climate
147.	Should government be held responsible for homelessness and unemployment	Government - homelessness
148.	Should hobbies be difficult to be enjoyable	People - hobbies
149.	Should old buildings be restored or new ones made	Buildings architecture
150.	Reasons why historic buildings are being destroyed and ways to protect them	Buildings architecture
151.	Modernization of cities	Buildings/architecture
152.	House vs apartment	Buildings/architecture
153.	High rise apartments and people's loneliness	Buildings/architecture
154.	Should new houses be built in existing towns or should there be new towns	Cities / Urbanization
155.	Renting vs buying	People housing

156.	Should zoos be abolished	Animals
157.	Purpose of zoos	Animals
158.	Should government preserve wildlife	Animals
159.	Ads advantages and disadvantages	Ads
160.	Effects of ads	Ads
161.	Ads and children	Ads
162.	Modern clothes vs traditional clothes	Globalization
163.	Food traditions are changing – reasons and solutions	Globalization
164.	Changing ones looks	Miscellaneous
165.	Fashion	Miscellaneous
166.	Modern lifestyle and health	Health
167.	People don't eat healthy and don't do enough exercise	Health
168.	People doing excessive exercise Causes and solutions	Health
169.	Fast food	Health – Food
170.	International sporting events contribute to peace and stability in the world.	Sports
171.	Why people do dangerous sports	Sports
172.	Should dangerous sports be banned	Sports
173.	Hosting international sporting events	Sports
174.	Does technology reduce the role of Olympics	Sports
175.	Football hooliganism	Sports
176.	Professional sportsman behaviour on and off the field	Sports
177.	Competitive sport and children	Sports
178.	Why people are purchasing more second hand goods	Shopping
179.	Shopping as an entertainment or hobby	Shopping
180.	Shops open 24/7. Is it good or bad	Shopping
181.	Online shopping	Shopping
182.	Is it good that ordinary people copy famous people whom they see on TV and magazines	Famous people

Writing Task 1

Letters

1. Write a letter to local authorities by requesting additional sports facilities for your age group in your area.

- Mention about the current sport facilities available
- What kind of additional sports facilities should be introduced
- How the new sports facilities would be a help for the people in your age group

Dear Sir,

I am Kuldeep Singh, a resident of Guru Hargobind Nagar, Phagwara. I am working in HDFC bank in the NRI branch. I am writing this letter to request you to provide some new sports facilities for the young people of this area.

Presently, there are not many sports facilities in this town. Children play sports like cricket and hockey in the ground of the Government High School. But, there is no facility for sports in the after office hours, where people of my age can do any sports.

Sir, there is an open ground, next to the school, which has become a dumping spot for people to throw garbage and other waste materials. This area is under the municipal corporation of the city. This place would be ideal for an indoor stadium for games like badminton and lawn tennis. It is my humble request to use this place for the stadium.

This would benefit not only the young office goers, but also the children and youth of this area. Such a place is much needed as we are leading sedentary lives, and some physical activity is imperative for all of us.

Hoping for a careful consideration of this suggestion!

Yours faithfully,
Kuldeep Singh

2. You are getting married. Write a letter to an English-speaking friend to invite him/her to the wedding. In your letter

- Describe who you are going to marry
- Tell what will happen on the wedding day (the schedule)
- Explain why it's important for him/her to be at the wedding.

Dear Sarah,

Hope this letter finds you in radiant health and the best of spirits. I am getting married on 5th March 2016 and I am writing this letter to formally invite you to the wedding. You always wanted to attend an Indian wedding and believe me you are going to enjoy all ceremonies that are attached with the actual wedding ceremony.

My fiancé, Tarun Sharma, is working with Dell International as a senior web developer. We met at my cousin's wedding 6 months ago for the first time and we had an instant liking for each other. He approached my parents through his parents and so it is an arranged-cum-love-marriage affair.

You must come one week in advance because on 28th February, we have the ring ceremony and on 1st March there is the 'Ladies Sangeet'. It is a very interesting celebration in which you will get to taste a lot of folk culture of Punjab. Then we have the 'Mehandi' ceremony on the 3rd March and finally the great wedding day on the 5th. You know in a traditional Hindu wedding, the priest lights up a fire around which the bride and groom circle and take holy vows. After the 'Doli' ceremony, I shall leave my parents home to go to my new home with my husband.

You are my best friend and I also heard you are doing a research on the Indian Tradition and Culture. Therefore, it is very important for you to attend the wedding so you get a first hand experience of many things. After the wedding, you are welcome to stay with my parents for some time and my younger sister shall take you around to see some tourist spots.

Hoping to see you at the wedding!

Yours with love,

Kiran.

3. Write a letter to the manager of a hotel where you stayed and left two important things.

- Give details of your stay
- Why those two things are important
- How he can return the things to you

Dear Mr. Smith,

I am writing this letter to request you to check for my things, which I accidentally left in my hotel room. My name is Indroop Singh and I stayed in your hotel on the 23rd and 24th of January. I was in Room 203. When I arrived home, I discovered that I had left one of my trousers and a belt at the hotel. Could you please check your housekeeping department and see if my things are there?

The trousers are black corduroy of Levi's brand in size 40. The belt is in leather and has a golden buckle. Inside one pocket of my trousers you will find several business cards, a fountain pen and a small address book. These things are not very valuable, cost wise but I need them all the same.

I would appreciate it if you could contact me as soon as possible, particularly since I need the address book urgently. If you could send the things by courier service, I would be most grateful. I would gladly pay for the service. I can transfer the money to your bank account or payTM account. My address is 341, Guru Hargobind Nagar, Phagwara. My phone number is 9888195776, in case you need to call me for some information.

Thank you for your help.

Yours sincerely,
Indroop Makkar

4. A friend from abroad is visiting your country next month. She is planning to stay with you, but you can't accommodate her. Write a letter to her

- Tell her the reasons
- Apologise
- Make alternative arrangements

Dearest Elaine,

I was overjoyed when I heard that you are planning a trip to India, and you have planned to stay with me, but when I came to know of your itinerary, I felt sad. My father's open-heart surgery has been planned in those days in Delhi, and so I will not be at home in those days. I am writing letter to apologise for my inability to accommodate you during that time.

My father had pain in chest last week for which we got an angiography done. He has blockage in three two arteries of the heart and as he is a diabetic, he is not fit for angioplasty. So he needs a bypass surgery and will need hospitalization for three weeks.

If it is possible for you to postpone your trip, it would be great, but in case you have to come in these days only, then my cousin Suman, who is in Delhi would be happy to accommodate you and show you around. He works in an MNC in Delhi, but can take days off during your visit. Alternatively, I could plan a sight-seeing tour for you through Pack Travels, which is a domestic tour operating company. As your visit is for only ten days, they could plan a tour to Rajasthan, which would be very exciting for you.

Do let me know at the earliest, what you would prefer, so that I can make the arrangements accordingly.

Hoping to hear from you soon!

Yours lovingly,
Kiran.

5. The company you work has decided to close the cafeteria, as the staff is not using it much. You are not happy with the decision. Write a letter to the director

- Give reasons of low usage
 - How will it affect the staff
 - Suggest ways to improve it
-

Dear Sir,

I am writing this letter to express my concern about the closing of the cafeteria within the company premises. My name is Kiran, and I work in the marketing department. I frequent the café two or three times a week, and I firmly believe that if the services of the café are improved, almost all the employees would start going there more often.

The cafeteria is a nice place to hang out with colleagues in the lunch and coffee break. I remember about a couple of years ago, it used to be always crowded. Now, only a handful of workers are working there, because of which it takes ages to serve an order. Out of the four microwaves, only one is working, so the staff has to wait a lot to reheat their tiffin. Now most of the employees prefer eating at their desks. That is why the cafeteria seems like a haunted place, with almost nobody there at times.

If the café will be closed, then there will be no place for the workers to sit and have their meals. If the café management employs a few more workers and gets the microwave ovens repaired, then the café will become a cheerful and crowded place once again.

Hoping for a kind consideration regarding this matter from your side!

Yours faithfully,

Kiran

6. You travelled abroad and faced some problems at the airport. Write a letter to the airport manager. In your letter provide

- Your flight details
 - What is the problem
 - Suggest some improvement you want to see
-

Dear Sir,

I arrived in Houston, Texas, on 12th January for a business trip. I am writing this letter to complain about the problem I faced at the baggage recovery section of the airport.

My name is Sarabjeet Singh and I arrived in Texas on 12th January afternoon by flight number KL 881. I came from New Delhi. My flight was via Amsterdam, where I had a four-hour halt. After I checked in at New Delhi, I was told that I would get my baggage at Houston. When I arrived in Houston, my baggage did not arrive. I was told to report to the 'Lost and Found' section. When I went there, I was told to wait, as it was lunch hour. The concerned person came after two hours whereas the lunch hour is meant to be only one hour. The cab I had booked charged me extra for having to wait so long.

When people arrive after such long journeys, then such a long wait at the airport can be very irksome. The 'lost and Found' department should work round the clock. There should be no lunch hour or at least someone should be there all the time.

I request you sir to do something about this matter, so that travelers do not face such problems in future.

Thanking you,

Yours truly,

Sarabjeet Singh

7. Your friend wants to send her/his children to your house for the weekend. Write a letter to him/her and say

- Agree to this arrangement.
 - Say what time is suitable for you.
 - Describe what you are planning to do.
-

Dear Sonia,

It was great to hear from you after such a long time. I would love to have Gia and Tanay over for the weekend. You know how much I love children. I am looking forward to having a splendid time with them.

These days, I am on morning shift, so you can drop both of them any time after 2 pm. Let me know their favourite dishes, so that I can prepare them in advance, and then spend all the time with them.

I have planned many things for them. Friday evening will be movie time. There is a very nice animation movie 'Pete's Dragon', which they would love. On Saturday, I will take them to Hardy's World, which is a famous fun park, where there are many rides for children. I am sure they will enjoy that too. On Sunday morning I will take them to a mini zoo, which is in Chandigarh.

Hoping to see them soon!

Yours lovingly,
Kiran

8. You have recently faced a problem at the airport. An employee of the airport helped you with this matter. Write a letter to the airport manager and say

- What was the problem
 - How did that person help you
 - Suggest the manager to praise this employee in some way.
-

Dear Sir,

My name is Indroop Singh and my family and I have just returned from a two-week vacation to Goa. I am writing this letter to thank one of your employees, Mr Rohit Basu, who helped us with a problem we faced at the airport.

Last Monday, my family and I returned from our vacation to Goa. As we were going to the carousel to collect our baggage my son, Raju, fell from the escalator. Fortunately, he sustained only minor injuries, but we were all

very upset. After some time my wife realised that her handbag was missing. There were our passports and other important documents in that purse. We searched everywhere but couldn't find it. Then we met Mr. Rohit Basu, who helped us search our purse, which someone had deposited in the 'Lost and Found' department. We heaved a sigh of relief when we saw the purse.

Mr Rohit Basu also personally took care of my son who had suffered minor injuries because of the fall. What he has done for me cannot be compensated in any way, but it would be very kind of you if you could convey our thanks to him. We are highly indebted to him for his act of kindness. I have heard that you have an award for the best employee of the month. It would be very nice if you propose his name for the best employee of this month.

Yours faithfully,
Indroop Singh

9. You recently won a photography competition and your photo is going to be shown in an exhibition. Invite your friend for the exhibition.

Please describe

- Competition and prize
 - About the photograph
 - Invite your friend.
-

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to share with you the good news that I have won the first prize in a photography competition and this photograph is going to be displayed in an exhibition. I would love it if you could come for the exhibition.

You know very well, how much passion I have for photography. My sister brought a Canon, Power Shot camera for me three years ago and I have been clicking photographs of anything that fascinated me ever since. Last month, I went to my uncle's village and there I saw peacocks in their front lawn. My uncle told me that they were regular visitors. I could capture such close-ups of those peacocks and peahens, that even I couldn't believe my eyes when I saw those photographs.

Every year I participate in a photography competition conducted by an NGO of my hometown. They have a prize for Rs. 10,000 for the winner and then they display these photographs in an exhibition for sale and spend that money on charity. I am very excited that my photograph will be in the exhibition.

The exhibition is on 12th April in Club Cabana. You must come for sure. It would be great fun.

Hoping to see you soon!

Yours lovingly,
Kiran

10. Your friend bought tickets to the theatre for both of you. Write a letter to a friend to tell him that you cannot go to theatre. In your letter

- Apologize,
 - Explain the situation,
 - Tell him what he can do with the extra ticket.
-

Dear Mankeerat,

Hope this letter finds you in radiant health and the best of spirits. It was really nice of you to buy theatre tickets for both of us but, unfortunately, I shall not be able to come as some unexpected guests have come from abroad and I have to be home to attend to them. I sincerely apologise for the inconvenience it has caused you.

My uncle and aunt live in Canada. They arrived here three days ago with their daughter to fix her wedding with someone from my hometown. They have come here after five years. If the wedding is fixed, then all the arrangements have to be done and I am going to be very busy for the coming few days. Even now I have to be with them while they are finalizing things.

I was wondering, if you could invite our old friend Ramesh to the theatre with you. He is here on a holiday. He has come first time since he left for his higher studies in Australia two years ago. This would be your opportunity to catch up with him and your extra ticket will also not go waste.

Hope you have a nice time with Ramesh!

Yours lovingly,
Kiran

11. You had an appointment with the bank and now you realized that you can't make it for that. Write a letter to the manager

- Give details about your appointment and dates
- Explain the reason why you cannot make it
- Ask for other dates

Dear Sir,

I have a meeting regarding a home loan fixed with you for 24th April 2011. Unfortunately, I shall not be able to make it on that day. I apologise for the inconvenience caused because of this.

My elderly aunt and uncle are arriving from Canada for one week, which happens to be the last week of April. I have to be with them during the entire week and therefore I have cancelled all my appointments for that week. Actually, they want to get their complete medical examinations done from here. Even after being in Canada for so long they trust our Indian doctors much more.

I would be very grateful if you could reschedule our appointment for any day in the first week of May. You can call me at 9888195776 to inform me the new date or alternatively you may e-mail me at kiranmakkar@hotmail.com.

Once again I apologise for the inconvenience and thank you for your kind consideration.

Yours faithfully,

Kiran.

12. Write a letter to a restaurant manager to organise a party.

- Why you want to give the party
- What special arrangements you will need.
- Any relevant questions

Dear Sir/Madam,

My name is Sumeet and I frequent your restaurant, Zafraan. Your restaurant has a very good reputation and I personally have always experienced very good service, and even the quality of food is excellent. I am writing this letter to book your restaurant's banquet hall for a party on the 30th of November.

The party is on the occasion of my parents' Golden wedding anniversary celebration and there will be around 70 guests attending this party. So, the food and sitting arrangements need to be done accordingly. I have

something in mind for the flowers and the table decoration. If you have an in-house florist, I can discuss and give them the details. However, if possible, I would like to get the decorations taken care of by a local florist I know.

In the food menu, Indian and Chinese dishes need to be included, which need to be both vegetarian and non-vegetarian. I would also need a corner reserved for the DJ and the dance-floor.

I will be free to discuss the menu details and the cost of the entire arrangement over the weekend. Kindly let me know a suitable time to visit you at the restaurant on the weekend, so that we can discuss these details.

Looking forward to your response.

Yours faithfully,
Sumeet Kaur.

13. You have a spare room in your flat/apartment and you want to rent it to a student. Write a letter to the accommodation office of the local college. In your letter

- Explain where your apartment is
 - Why you want to rent
 - What sort of person would you like to rent it to
-

Dear Sir/Madam,

I am writing this letter to apprise you that I have an extra room in my house, which I would like to rent out to a student. I would be very grateful if you could find a suitable student tenant for me.

My name is Mukta Sharma, and I am working in New Ruby Hospital as a resident Nurse. My house is just 5 minutes walk from your college. I have seen that many students of your college live as tenants in apartments near my house. I also have a room, which I could rent out for some extra income. Moreover, my children are settled abroad and my husband and I would love to have some company.

This room has a separate entrance and has an attached kitchen and bathroom. It would be nice if you could find a grad student, as they are more mature than the undergrad students. The rent I am expecting is Rs. 1200/- Per month. As my house is very near the college, the student will not have to spend extra on travelling to the college. I have a pet dog, so please make that known to the student beforehand.

Kindly let me know if there is any student needing a room for rent. My contact number is 9888195576.

Hoping to hear from you soon!

Yours faithfully,

Mukta Sharma.

14. A college asked its graduates to give a speech to current students about their professional careers and future opportunities. You would like to participate. Write a letter and say

- What do you want to talk about?
 - Why do you think students will be interested in it
 - Suggest a suitable date and time for your speech.
-

Dear Sir,

I am writing this letter to express my willingness to address your current students about their professional careers and future prospects, and at the same time I would like to thank you for thinking me capable of doing so.

I would like to talk about the various vistas open for them in the modern technological world. I did my graduation in science from your college, but after that I did my masters in Environmental Science from University of California. During that time I happened to work part time as a student counselor for the undergrads. There I learnt about the various new fields for the undergrad students. I would like to share all what I learnt there with your students.

Presently I am working as a research scholar in University of California. Fortunately, I am coming to India for a three-week vacation, next month. I would be free from the 10th to 20th December. Do let me know any day and time which would be suitable for you. I will be happy to interact with the new students and to revive some nostalgic memories of my college days.

Hoping to hear from you soon. My contact number is 9888195776, in case you need to call me.

Yours faithfully,

Kiran Makkar.

15. You were sent by your company to attend a meeting in another country, but you are not happy with the hotel your organizer booked for you.

Write a letter to your organiser about

- The meeting you attended
- Your complaint about the hotel
- What you'd like the organiser to do about it

Dear Sir,

I have just returned home after attending the business meeting, which you had organised. I am writing this letter to express my dissatisfaction with the hotel arranged for my stay. I had to spend three nights at hotel Blue Skylark in Bangkok, Thailand.

The meeting went very well. I presented my products to all delegates who had come from different places and also asked their opinions on the same. They appreciated the quality of our products and were also very happy with the cost. Hopefully, we will be receiving a bulk order from them very soon.

I would like to apprise you with the problems I faced with the hotel. The location was very far from the place of the meeting, and I had a lot of problem in communicating with the staff of the hotel. There was no one who knew English. They only spoke Thai, and I had no knowledge of their language. As a result, I wasn't able to reach the venue of the meeting in time on the first day. I could also not order vegetarian food properly because they couldn't understand me.

I would like you to be careful about the hotel bookings in future. Kindly ensure that the hotel bookings in another country are made with proper research so that the employees, who have to travel abroad, are not inconvenienced.

Yours faithfully,

Kiran.

16. Write a letter to a friend who is looking for a part time job to support his studies. In your letter

- Describe the job you found for him/her
- Explain why this job is good for him/her
- Say what he/she needs to do to get the job

Dear Ravi,

Hope this letter finds you in radiant health and the best of spirits. When we met last time you mentioned that you are looking for a part-time job, and this is the reason I am writing you today.

Yesterday, I met up with our old friend Saranjeet, who owns a fast food joint in Hargobind Nagar, Jalandhar. He said that his business was really starting to grow and that he was looking for part time home delivery boys. When I mentioned you were looking for a part time job, he seemed very eager to contact you and talk about employment possibilities. Apparently the job would involve delivering fast foods to customers on bike.

I thought this job would be perfect for you as you are free in the evenings and you know well how to ride a bike. Above all that, you know the streets of Jalandhar inside out as you have stayed there for three years when your father was posted there. This job is from 6 pm to 9 pm and you will get Rs.3000/- per month apart from the tip you would get from customers.

I hope this opportunity piques your interest. You should contact Saran if you are interested in the job. His contact number is 9888195776.

Yours lovingly,

Kiran.

17. You found a small bag somewhere. The owner's address and name was there on the bag. Write a letter to the owner

- Inform where you found the bag
- Write about the contents of the bag
- How he or she can collect it

Dear Mr Singh,

I am writing this letter to inform you that I found your bag in the Golden Temple, Express train as I travelled from Jalandhar to New Delhi, yesterday.

New Delhi is the last stoppage of Golden Temple Express and as was the last passenger to go out, I saw this bag on one seat. Out of curiosity, I opened the bag and found your visiting card in it with some important papers and a bunch of keys. You probably got down at Ambala and forgot the bag in the train.

I can understand how worried you must be because the bag contains some papers, your driving licence and some keys. Now you can put your mind at peace because your bag is safe and secure with me. You can collect the bag from me on any weekend. My address is 341, Model Town, Jalandhar. Just give me a call before coming so that I am at home when you come. My phone number is 9888195776.

Yours sincerely,

Narinder.

18. Write a letter to your manager to nominate a person for best employee of the year award. Explain in your letter

- Who is this person?
- Why did you choose him/her?
- What are the characteristics of a good employee?

Dear Sir,

I am Kiranpreet Kaur from the marketing department of our company. I am writing this letter to commend to your attention an extraordinary colleague for the award of the best employee of the year 2017. Her name is Harpreet Kaur, and she is heading the manufacturing department of our company from the last two years.

I chose to nominate Harpreet's name because I have been associated with her for the last two years and I have found her to be very hardworking, conscientious and determined. I work in the marketing, and I get regular feedback from our customers about our products. No one has ever complained about the quality of any product from the last two years. Because of our quality control, our sales have grown more than five times in the last 1 year.

Harpreet fulfills all the characteristics of a good employee. She is punctual, cooperative with all her colleagues, respects others and has a great sense of humour. When she is around, everyone is in a happy mood and the work output goes up. I believe she deserves the best employee of the year award.

Hoping for a due consideration of my suggestion for considering Harpreet for the award!

Yours affectionately,
Kiranpreet.

19. Your colleague has invited you to his farewell party. You will not be able to attend the party, write a letter to the friend.

- Explain the situation,
 - Say why you will not be attending,
 - Say something about the period you have worked together and his/her work.
-

Dear Nidheesh,

It was with mixed emotions that I got the news of your retirement because it also brings with it the fact that you are leaving us all. Thanks for inviting me to your farewell party, but regrettfully I have to inform you that I would not be able to make it on that day because of an important family wedding on that very day.

It so happens that my first cousin's wedding is also on that day. It is a family affair and I cannot be absent from there. I am an active participant in the arrangements of that day. Any other appointment could have been avoided or postponed but I just cannot miss this one.

Anyways, I wish you all the best in life. Whatever time I have spent with you in office will always have pleasant memories in my mind. It is from you that I have learnt how to meticulously plan time. You have always been my friend, philosopher and guide. I shall always keep in touch through phone and e-mail. My e-mail ID is rajeshkakkar@rediffmail.com. Do let me know your new phone number so that I can keep in touch.

Yours truly,
Rajesh

20. You have rented an apartment recently, but you are facing some problems. Write a letter to the landlord:

- Describe the details of the problems
 - How are these affecting your family
 - Ask for possible solutions.
-

Dear Mr. James,

I am your new tenant from apartment number 341, Harrison Street. I moved in with my family one week ago. I am writing this letter to apprise you with some difficulties that we are facing in the apartment, and also to request you to find some solutions for these problems urgently.

The taps in the bathrooms are leaking because of which my two year old daughter has slipped twice. The shower is also not working properly. The lock of the main door is also not aligned properly. We have to push the door hard to lock it.

All these problems need immediate action. As you have rented out so many apartments, you must be having a tie-up with some plumber and carpenter. You may call them directly or give me their contact numbers so that I can call them at the earliest. As you know I have signed a lease of one year with you and the rent is also on the higher side because you have included the maintenance charges in that.

Hoping for a prompt action from your side!

Yours sincerely,

Kiran

21. You are shifting out of your accommodation. You think the place is suitable for your English-speaking colleague who is arriving next month.

Write a letter to your colleague.

- Explain why you are shifting out.
- Describe your accommodation.
- Why is it suitable for your friend.

Dear Harry,

Hope this letter finds you in radiant health and the best of spirits. I heard from Nid that you have found a job in Long Island. Congratulations for getting such a good job. Unfortunately, I have to move to Madison this month. So, I shall not be able to meet you.

My company has given me a promotion and a transfer. So, I have to move by the end of the month. The apartment, which I have been staying as a tenant for the past 2 years is very good. The landlord is very nice and the owner has provided many facilities, such as a gym and a swimming pool. It is a two BHK apartment and the rent is also very nominal. So, I would suggest you move in here after I leave. You can sign the lease after you move here. I can ask my landlord to hold the apartment for you.

This apartment would be very suitable for you. It is in the centre of the town so your workplace cannot be far away. Secondly, I have bought a lot of furniture, which I cannot carry with me. As it is I would have to throw it away but now it can be very useful to you.

In case you decide to rent this apartment, please let me know so that I can talk to my landlord about it.

Yours lovingly,

XYZ

22. Write to a friend who has asked you about a short course, which you have done.

- Write about the content of the course
- The future benefit of the course.

Dear Sunita,

It was great to hear from you after a long time. You have asked me about the CELTA course which I did last year. Well, it is a great certificate course of one month, and you also must do it.

CELTA stands for 'Certificate in Teaching English to Speakers of Other Languages'. It is a one month course, which makes the person eligible to teach English anywhere in the world. CELTA trainees must be at least 20-years-old and have a first degree or equivalent.

The one-month CELTA experience was the best thing that ever happened to me in the sphere of my career development. The course as delivered by the CELTA trainers, brought out the best teacher in me. The entire course was filled with elements of learning, fun, enjoyment, activities and it not only gave me the opportunity to be a good teacher, but also to develop myself as a better person, as a better individual.

After doing this course, the future prospects are very bright. CELTA has changed my life for the better, and I have received job offers from educational Institutes in Turkey, Dubai and Vietnam. I am currently based in India as a full time ESL teacher involved with students from the age group of 3 years to 50 years. The pay package is also very lucrative. I would sincerely like to mention that, without CELTA, I wouldn't have been able to make it this far and attain success in my current position.

Hope I have satisfied your curiosity about this course. In case you are interested, you can get more information from the following link -

[https://www.britishcouncil.in/teach/teacher-training/cambridge-celta.](https://www.britishcouncil.in/teach/teacher-training/cambridge-celta)

Hoping to hear from you soon!

Yours with love,

Kiran.

23. Write a letter to apply for a job as an English-speaking tour guide.

- Where you saw the advertisement
- Justify the reason why you deem yourself fit for the job.

Dear Sir,

I am writing this letter to apply for the post of an English-speaking tour guide in your esteemed company, 'Pack Travels'. I saw your advertisement in the Tribune dated 5/12/2016.

I have done my Masters in History from Punjab University, Chandigarh, and my schooling has been in English medium throughout. I believe I would be the perfect candidate for the job. I love travelling and your job requires the guides to accompany foreign tourists to different tourist attractions all over India. My knowledge of history would also be very useful as a tour guide.

I am attaching my resume along with this letter. I assure you that if you hire me for the job, I would prove an asset to your company. Yours is a very reputed company in the travel and tourism business. It would be a great honour for me if I get an opportunity to serve as a tour guide in your company.

Hoping for a favourable response from you regarding my application.

Yours faithfully,
Kiranpreet Kaur.

24. You did some damages to the kitchen area of your flat. Write a letter to your landlord explaining the following

- How the damage occurred
- The extent of damages
- What would you like your landlord to do

Dear Sir,

I am Jagtar Singh, your tenant from apartment 1011, Western Creek. I am writing to apologise for some damages that I accidentally did in the kitchen, and to request you to get them fixed as soon as possible.

I moved into your apartment about 15 days ago from India. I was not aware of the smoke alarm system. I started making paratha, an Indian flatbread, which needs some frying. Suddenly the smoke alarm started beeping and would not stop. In a panic I tried to remove it and its screw broke and it came off. Now, I cannot fix it back. I am aware that it would be risky to use the kitchen without the smoke alarm. Secondly, the kitchen drain is making noises, as I forgot to put the kitchen sink drain strainer on top, because of which maybe a spoon

slipped inside.

The damages are not very big, but need immediate attention. It would be very kind of you if you could get these two problems, caused by me, fixed soon. I will be very careful in the future, so that such mishaps don't occur.

Thanking you,

Yours faithfully,
Jagtar Singh.

25. A bag containing valuable company documents that you were carrying has been stolen. Write a letter to your manager mentioning:

- How the bag was stolen
 - What the bag contained
 - How important were the docs for your company
 - What you have done about it so far
-

Dear Sir,

My name is Arun Mahala and I work in the accounts section of our company as senior accounts manager. I am writing this letter to inform you that my bag, which contained some important company documents, has been stolen. I would also like to apologise for my carelessness.

As I was going home on Friday in my car, I stopped at the petrol pump to get some petrol and to get the air checked in the tires of my car. I was out of my car for about 5 minutes over there. After that, I stopped at the chemist shop for about five minutes, as I had to buy some medicines for my mother. In my hurry I did not lock my car there. On reaching home I discovered that my briefcase was not there on the back seat. I remembered very well that I had put it there.

The bag contained all the account reports of this month, which I know are very confidential. The company's laptop was also in the bag, as I intended to sit and do some work on the weekend. I realise that the documents are very important for the company.

I have reported an FIR in the police station. Both places, the chemist shop and the petrol pump, have surveillance cameras fitted. I only hope the footage reveals some positive results. Once again I apologise for all this inconvenience.

Yours faithfully,
Arun Mahala

26. You have recently done a short-term course in an English speaking country and found one of your teachers to be very good. Write a letter to the teacher

- Thank him/her
 - Say why you liked his/her lessons
 - Say what your further planning of study is
-

Dear Sir,

My name is Mohit and I am from India. I am writing this letter to thank you for your guidance, because of which I passed out with flying colours. It was wonderful being your student in the 'Business Management Course', this year at Melbourne.

I was always weak at Commerce subject but your exceptional communication skills and depth of knowledge made it very easy for me. You are really very good at coming down to the level of the student and guiding him properly. Because of your approachable nature, I never hesitated to come to you with my problems. The way you used the audio-visual aids also made the lessons very interesting.

I would like to pursue my masters in the same course. I have applied in the University of Melbourne and if I am fortunate enough to get admission, I shall again have the opportunity of studying from you as I have heard that you are taking the graduate classes too.

Thanking you once again for your valuable advice and guidance.

Yours faithfully,

Mohit

27. You have recently bought an airline ticket from a travel agency and unfortunately you are not able to fly on these dates. Write a letter to the travel agency manager to cancel the ticket. Explain in your letter -

- What are the flight details
 - Why do you want to cancel it
 - What would you like him/her to do about it
-

Dear Sir,

My name is Kiran Makkar, and I have booked a trip to Houston from New Delhi, India for September 15, 2017. I am writing this letter to request you to reschedule my trip for October 15, 2017, as I cannot depart on the scheduled date because of some unforeseen family commitments.

My booking number is KM123456. I would appreciate if you cancel my reservation for this trip. I would appreciate if you adjust the amount I have previously paid for my upcoming flight. If you cannot accommodate me in the October 15 flight, kindly reimburse the paid amount to the credit card I have paid with. I am canceling this trip before 30 days of scheduled departure, so as per terms and conditions I am eligible for the full reimbursement of the paid amount.

I humbly apologize for all the inconvenience this may have caused to you. If you have any questions, please feel free to call me on 9898798987. You can also approach me at kiran@gmail.com.

Yours faithfully,
Kiran Makkar

28. Write a letter to a professional photographer saying you liked the photos of your family members taken by him and would like him to take pictures of another event in his family. In your letter mention

- What you liked in the photographs clicked by him
 - When is the next event in your family
 - Ask him about any special requirement
-

Dear Sir,

My name is Rajinder Singh and I live in Rajinder Nagar New Delhi. I am writing this letter to congratulate you for the excellent photographs clicked by you on my cousin's wedding, last month. I would also like to book your services for my parents' silver jubilee function on the 15th of next month.

What I liked in your work was that every photograph brought out the best of everyone. You have the knack of capturing the best moments. Every photograph seems to be telling a story. You have such an eye for detail that you have captured the best emotions. The lighting and focus is also perfect. I have seen the album many times, and every time I have enjoyed seeing the photographs.

My parents' silver jubilee is on the 15th of next month. It would be great if you provide your services on that day. Do confirm at the earliest. The event will start at 6 pm and continue till 10 pm. There will be around 50 people in the party. In case you want to have a look at the venue beforehand, you can fix a day and time with me. My contact number is 988197556.

Hoping for a positive response from your side!

Yours faithfully,
Rajinder Singh.

29. You have extra concert tickets but you can't go to the concert. You want to give them to your friend. Write a letter to him or her telling

- What kind of concert it is
- Why you can't go
- How your friend can get the tickets from you

Dear Sonia,

I hope this letter finds you in radiant health and the best of spirits. I just wanted to see if you would be interested in going to the Gurdas Mann's concert next week. He's playing here in Phagwara, and I've bought tickets for myself, and some friends. Unfortunately, I cannot attend the concert as my grandmother has suffered a stroke and is hospitalized. She will be in the hospital for minimum two weeks. It would be great if you could go on my ticket.

Every year Gurdas Mann performs for charity in a village near my hometown Phagwara. This year he is performing in Phagwara because last year the audience exceeded their expectations and so the event was a total disaster. He is going to play all his famous songs and also some songs from his upcoming album. As a guest performer on his show he has also invited the famous folk singer Hans Raj Hans. I know that Gurdas Mann is your favourite singer too and I am sure you will definitely want to attend the concert.

Please, confirm your plan at the earliest so that I can arrange to send you the ticket in time. Alternatively, you can send someone to collect the ticket from me.

Hoping to hear from you soon!

Yours lovingly,
Kiran

30. Your friend is coming to your country from abroad, but you can't go to pick him up at the airport. Write a letter to him/her and say

- Why you can't pick him up
- Suggest alternative ideas
- Talk about what he can do in your country

Dear Sarah,

I am anxiously awaiting your arrival on Friday morning. Unfortunately, because of unforeseen circumstances, I would not be able to come to pick you up at the airport as already planned. I would like to apologise for the

inconvenience this might cause to you. However, I am suggesting some alternative plans for you to reach my home.

An unexpected business meeting has come up which I cannot avoid, so I am suggesting you other means of reaching my house. One way would be to hire a cab from just outside the airport. That would be the most convenient option if you have a lot of luggage. However, if you are travelling light then I suggest you take the local bus from the airport. That would be very economical. I am very sorry for this turn of events.

I have planned a lot of things for you when you are here. There are a lot of historical places, which you must see. The Golden Temple at Amritsar and the Taj Mahal at Agra are on top of the list. Then, there are two museums and a lot of shopping centres where you can shop for souvenirs to take back home. Luckily, a wedding in the family is also there in these days, which will give you a taste of our rich cultural heritage.

Hoping to see you soon!

Yours lovingly,

XYZ

31. You have visited another city in your country. Prior to the visit you requested some information from a tourist centre, but the information was incorrect. Write a letter to the manager of the centre and say

- What information were you looking for
 - What was incorrect in it
 - What happened to you because of it
-

Dear Sir,

I am writing this letter to complain about the problems I faced because of the wrong information that was provided at your Tourist Information Centre. My name is Jatinder Singh Gulati and I was on a seven-day trip to Mysore from 10th to 17th April 2016.

I reached Mysore on 10th April with my family and I wanted to know all the sightseeing available in New York. Your people told me about all the places such as the Mysore Zoo, the Jaganmohan Building, which has a museum, and the Mysore Maharaja's Palace. I asked them specifically if there were any special timings or days to visit these places, but I was told that everything was available every single day and there were no special timings. I also asked them about some economical places to stay and they told me that SR Hotel was the cheapest and best.

I stayed with my family at SR Inn and we chalked out our plan of visiting all these places. When we went to see the Jaganmohan Palace on Saturday, the 16th of April, we were told that the museum is closed on Saturdays.

The next day was our return, so we could not see the museum at all. I really wanted to see all the exhibits of the museum and also the world famous paintings of Raja Ravi Verma. We also came to know from other sources that there are economical lodges which include breakfast and at half the price of SR Hotel. It was not right on the part of your people to guide tourists in such way just for some commission they get from SR Hotel. I spent double the amount and I also could not see the museum, which I really wanted to see.

Please look into the matter and firmly reprimand your staff against doing such malpractices so that other tourists are not misguided in the future.

Yours faithfully,

Jatinder Singh

32. Your have broken your leg, and you have received cards and gifts from your colleagues. Write a letter to them. In your letter:

- Thank them for what they have done
 - Tell them about what you have been doing
 - And describe what the doctor said about your recovery.
-

Dear Samir and Arun,

Thank you so much for the get-well-soon card and the box of chocolates you sent for me. Ever since I met with the accident and broke my leg, it is the love and affection I am getting from friends like you, which is keeping my spirits up.

I have a fracture of the thighbone. It takes about three months to heal completely and my doctor has advised strict bed rest. So, I have a lot of free time. I do my regular study for two to three hours a day and after that I teach some children of the neighbourhood. I find it very interesting as I am being paid for it, and also these children keep me updated with what is going around the town.

My physiotherapist comes at 8am and 8 pm every day for one hour of exercise session. He guides me very nicely and motivates me to push myself even if I have pain. With his help I am recovering very fast and I hope to start attending college by the end of next month.

Once again thanking you for your wishes and the card.

Yours truly,

Anil

33. You have started a course after reading its details in a brochure. Unfortunately it turned out to be totally different from the description in the brochure. Write a letter to the manager, including the following:

- Mention the details of the course.
- Explain how it was different.
- What course you would like to take instead

Dear Sir,

I am writing this letter to complain about the wrong information provided in the brochure of your institute because of which I enrolled in the wrong course.

Your institute provides various courses related to cookery. I read all the details in your brochure and enrolled in the course C003, which deals with South Indian cuisine. I joined the course with great enthusiasm but the first day they started with North Indian dishes. I asked the instructors and they told me that C003 was a course in Indian cuisine and South Indian dishes were also a component of this course and they would be taught in the final week of the 12 week course.

I would like to enroll in the purely South Indian cuisine. I very well know about the North Indian cuisine. I belong to North India and all these dishes I have learnt from my mother and grandmother. I love South Indian dosa and idli. I want to enroll in a course, which teaches purely south Indian dishes. If your centre provides this course, I would like to get a transfer to that course and in case such a course is not there, I would like a refund of the fees that I have paid for the wrong course. I would also suggest you to get the information corrected in the brochure.

Hoping to hear from you soon regarding this matter!

Yours faithfully,
Kiran.

34. The local newspaper is holding a " Best Neighbour in the Area " competition. Write a letter to the newspaper to recommend your neighbour for this competition.

- Introduce yourself
- Say whom you are recommending
- Explain why this neighbor should be the winner of this competition

Dear Sir,

I am Narinder Singh from 321 Bara Dari, Jalandhar. I would like to recommend Mr. Deol, my neighbour, as the most worthy competitor for the "Best Neighbour in the Area" contest. As I was flicking through the pages of makkariELTS | www.makkarielts.com