小作文

November 19, 2018

11:34 PM

# 剑桥13\_1:

Machine generated alternative text:
WRITING TASK 1 
You should spend about 20 minutes on this task, 
You wo for an international company, and would like 忆 spend six months 
WO g 忉 its head office 仂 another country. 
怡 a letter to your manager. 仂 your letter 
· explain whyyou want to work 忉 the company ， S head office forsix months 
· sayhow YO WO could be done while you are away 
· ask for his/herhelp arranging 
Write at least 150 words. 
You do NOT need to write any addresses. 
Begin your letter as follows. 
Dear · 

# 剑桥13\_2:

Machine generated alternative text:
WRITING T A S K 1 
You should spend about 20 minutes on this task. 
You recently organised an all-day meeting for your company ， which took 
place 忉 a local hotel. 仂 仂 e feedback ， participants at the meeting sa that 
they liked the hotel, but they were unhappy about the food that was served 
for lunch. 
Write a letter 忆 the manager Of the hotel. In your tetter 
· saywhat the participants liked about the hotel 
· explain whythey were unhappy about the Od 
· suggest what the manager should do to improve the food 忉 桕 re 
Write at least 150 words. 
You do NOT need to write any addresses. 
Begin your letter as follows: 
Dear Sir or Madam ， 

# 剑桥13\_3:

Machine generated alternative text:
W R 《 T | N G T A S K 1 
You should spend about 20 minutes on this task. 
The system used for rubbish/garbage CO ／ 旭 c on 忉 your local area is not 
WO 忉 g properly. 丆 s causing problems for you and your neighbours. 
Write a letter to the local council. 仂 your letter 
describe ho the rubbish CO / 旭 c on system is 冂 Ot WO 忉 g properly 
explain how this is affecting you and your neighbours 
· suggest what should be done about the problem 
Write at least 150 words. 
You do NOT need to write any addresses. 
Beg in your letter as follows: 
Dear Sir or Mada m ， 

# 剑桥13\_4:

Machine generated alternative text:
WRITING TASK 1 
You should spend about 20 min utes on this task. 
friend you made while you were Studying abroad has w e 冂 to ask you fo 疒 
help 忉 finding ajob 忉 your country. 丫 Ou have heard about a 丿 0b 忉 a local 
company that might be suitable fo him/her. 
' e a letter to this friend. In your letter 
tell your friend about thejob and what SO Of wo 磧 involves 
· saywhyyou 忉 k e 丿 0b would be suitable forhim/her 
． explain how to applyforthejob 
Write at least 150 words. 
You do NOT need to write any addresses. 
Begin your letter as follows. 
Dear 

# 剑桥12\_5:

Machine generated alternative text:
WRITING TA S K 1 
You should spend about 20 minutes on th is task. 
You WO 褙 at home and have a problem with a piece Of equipment that you use 
for yourjob 
Write a letter to the shop or company which supplied the equipment. 
仂 your letter 
describe the problem with the equipment 
· explain how this problem is affecting yourwork 
· say whatyou wantthe shop orcompany to do 
Write at least 150 words. 
You do NOT need to write any addresses 
Beg in your letter as follows 
Dear Sir or Madam ， 

# 剑桥12\_6:

Machine generated alternative text:
WRITING TA S K 1 
You should spend about 20 minutes on this task. 
During a recent plane 丿 ourney, you sat next a businessman who owns a 
chain ofrestaurants. You talked to him and he suggested that you should 
contact him about a possiblejob 忉 one Of his restaurants. 
Write a letter to this businessman. 仂 your letter 
· remindhim when and where you met 
· in whatkindofjob you are 忉 s 怡 d 忉 
· say whyyou k you wouldbe suitable forthejob 
Write at least 150 words. 
You do NOT need to write any addresses. 
Begin your letter as follows: 
Dear 

# 剑桥12\_7:

Machine generated alternative text:
WRITING TASK 1 
You should spend about 20 minutes on this task. 
large company 加 your area has decided spend a certain amount Of 
money, either to sponsor a local children's 5p0 S team for two years, or 
pay ' two open-air concerts. has asked for feedback from the general 
public. 
W a letter to the company. In your letter 
· describe the benefits ofsponsoring the spons team 
· summarise the benefits ofpaying for the concerts 
· sayhowyou k the companyshouldspendthe money 
Write at least 150 words. 
You do NOT need to write any addresses. 
Begin your letter as follows: 
Dear Siror Mada m ， 

# 剑桥12\_8:

Machine generated alternative text:
WRITING TA S K 1 
You should spend about 20 minutes 0 仂 》 s task. 
There have been several complaints about the reception area where v / S 轾 0 儒 
to your company arrive. 丫 Our manager has asked you to suggest how the 
cep 0 area could be improved. 
W 怡 a letter your manager. 忉 your letter 
· describe the have been made 
· saywhythereceptjonarea is important 
· suggesthow the reception area could be improved 
Write at least 150 words. 
You do NOT need to write any addresses. 
Begin your letter as follows. 
Dea r 