

Tajinder's English Classes

Your Dreams Our Passion

Set 2

WRITING TASK (LETTER)

- 1) You have had a bank account for a few years. Recently you received a letter from the bank stating that your account is \$240 overdrawn and that you will be charged \$70 which will be taken directly from your account. You know that this information is incorrect. Write a letter to the bank. Explain what happened and say what you would like them to do about it.
- 2) You are due to start a new job next week but you will not be able to because you have some problems. Write a letter to your employer in your letter-
 - Explain your situation
 - Describe your problem
 - Tell him / her when you think you can start
- 3) You are unhappy about a plan to make your local airport bigger and increase the number of flights. You live near airport. Write a letter to your local newspaper. In your letter
 - Explain where you live
 - Describe the problem
 - Give reasons why you do not want this development
- 4) You were hurt in a minor accident inside a supermarket and you wish to complain to the supermarket. Write a letter to the manager of the supermarket. In your letter.
 - Say who you are
 - Give details about the accident
 - Suggest how the supermarket could prevent similar accident.
- 5) You want to sell some of your furniture. You think a friend of yours might like to buy it from you. Write a letter to your friend. In your letter-
 - Explain why are you selling
 - Describe the furniture
 - Suggest a date when your friend can come and see the furniture.
- 6) You have recently moved into a new flat. Unfortunately, you lost some money the other day and cannot afford to pay next month's rent when it is due. Write a letter to the landlord explaining the situation and that you will pay soon as your parents send you the money. Also mention that there are some problems with the flat.
- 7) The local council has decided to build a block of flats on the park opposite the place where you are living. Write a letter to the editor of the local newspaper protesting this development of a beautiful and necessary green space in your town. Make suggestion for what people can or should do to stop the development.

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- 8) You are taking a holiday in a place recommended by your local travel agent and you are having a wonderful time. You promised to write to him and let him know what you think of his suggestion. Write a letter to your travel agent as promised and let him know what you have been doing and what you are going to do before the end of your holiday. Explain why you think he made the right choice for you.
- 9) You wish to enroll in a course (of your choice) at an Australian college. You have already written a letter to the college asking for information but have received no reply. Write a letter to the college explaining your concern because the course will start in less than two months. You need to know if you can still enroll and you also require further information about the course including the cost.
- 10) You want to go camping for a week with a friend. Write a letter to the campsite giving details of when you would like to go. Also find out if they have any vacancies at that time and how much it will cost. Ask if they can send you information about the campsite, including its facilities and any extra costs involved.
- 11) You have just spent the weekend in Sydney where you attended a conference. You accidentally left one of your bags in the taxi on the way to the airport. It contained presents for your family, clothing and a copy of research paper you gave at the conference. You rang the Lost Property Department of the taxi company but they were not helpful and were very rude. Write a letter to the Lost Property Department at the taxi company. Tell them about the circumstances in which your lost bag, provide details about the bag and its contents and complain about their lack in this matter.
- 12) You applied for and paid to attend a series of three work-related seminars due to begin next week. Unfortunately you have just received news that your father has been taken ill suddenly and you will have to return home to Hong Kong to see him. You are disappointed as the seminars would have been very helpful to your career and you were looking forward to attending. Write to the seminar organizers and tell them of your inability to attend. Express your disappointment, apologize and ask whether you can attend the seminar at a later date. If there are no more seminars this year, ask for a refund.
- 13) A friend's son is starting to learn English as a second language next semester. Your friend has asked you to offer some advice to his son about studying a foreign language. Write a letter to your friend's son and make some suggestions based on your own experience of learning a second language. Offer advice about the benefits of studying another language and some of the challenges or difficulties he might face.

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- 14) An Australian colleague is going to your country for a conference. He/She will spend several days in your hometown and has written a letter to you asking for advice about things to see and do there. Write a letter to the colleague suggesting what he/she should see and do while he/she is in your hometown.
- 15) Last year you attended an intensive English course at the Darwin College of English. Your new employer has asked you to provide copies of your reports and assignments as quickly as possible. Write to the director of the language school and request these documents.
- 16) You booked a two-week holiday to Sydney with Fly-by-Night Travel. You are not happy with the holiday – the flight was delayed, the hotel was noisy and so on. Write to Fly-by-Night Travel to complain about the holiday giving details about the problems. Request some compensation or refund.
- 17) You have lost your credit card. Write to the manager of your bank. Explain where and how you lost the card and any other relevant details. Ask the manager to cancel the old card and to send you a replacement.
- 18) A friend is already attending a TAFE college in Australia. You will be going to Australia next year. Write and ask him/her about what you should do before you go. Ask him/her about any problems he/she has had.
- 19) You are helping to organize a class reunion for all the students from your last year of secondary school. Write to your ex-classmates giving them details of the reunion and inviting them to come.
- 20) Write a letter to your local radio or TV station commenting on one recent program you heard or saw. Say which program you are writing about and comment on the quality and content of the material presented. You may make suggestions about future presentation of similar programs.
- 21) You have lunch at your college cafeteria. However, you think it needs some improvements. Write a letter to the college magazine. In your letter –
 - Explain what you like about the cafeteria.
 - Say what is wrong with it.
 - Suggest how it could be improved.

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22) You normally go shopping in the area where you live. However, you think some of the facilities for shoppers could be improved. Write a letter to your local newspaper. In your letter-

- Say in general what you like about shopping in your area.
- Say what is wrong with the facilities
- Suggest how they could be improved.

23) You are looking for a part-time job. Write a letter to an employment agency. In your letter-

- Introduce yourself
- Explain what sort of job you would like
- Say what experience and skill you have.

24) You would like a temporary job working in a summer camp which runs sports and outdoor activities for children and young people next summer. Write a letter to the organizers of the summer camp. In your letter-

- Explain what sort of job you would like to do
- Describe your personality
- Say what experience and skill you have.

25) An English-speaking friend wants to spend a two-week holiday in your region and has written asking for information and advice. Write a letter to your friend. In your letter.

- Offer to find somewhere to stay
- Give advice about what to do
- Give information about what clothes to bring.

26) An English-speaking friend is coming to study in your town next year and has written asking for information and advice. Write a letter to your friend. In your letter-

- Offer to find a place for him / her to live
- Give advice about how to find a part-time job
- Give information on where he / she can learn your language.

27) You are going on a short training course at a college in Christchurch, New Zealand. You need somewhere to live while you are there. Write a letter to the accommodation officer at the college. In your letter-

- Explain your situation
- Describe the accommodation you require
- Say when you will need it.

28) You are going to take a short holiday in Sydney, Australia and you want to rent a holiday flat while you are there. Write to the tourist information office. In your letter-

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- Explain what you need
- Say when you will need it
- Ask for information about prices.

- 29) You recently went shopping at the local supermarket. When you got home and studied your bill you found that you had been charged for items you did not purchase. Write a letter to the supermarket how you feel about the error and ask him to do something about it.
- 30) Write a letter to the gas company about a second bill (or reminder) you received when you had already paid the first.
- 31) Write a letter to a close relative with an invitation to a surprise party.
- 32) Write a letter to an old teacher asking for a reference for a job.
- 33) Write a letter to a garage about some poor mechanical work they did on your car.
- 34) You have a friend who lives in a city abroad. You have decided that you would like to apply to do a course at one of the colleges in this city. Write to your friend explaining what you would like to do. Tell him/ her what type of work or studies you have been doing for the past few years and ask for assistance in contacting an appropriate institution.
- 35) You live in a flat and you have a tenancy agreement which states that you must give three months notice when you wish to leave. You have a paid deposit of two month's rent. Now a member of your family has a problem and you need to give up your flat and return home as soon as possible. Write a letter to your landlady. Explain your circumstances, tell her what intend to do and ask her for special consideration.
- 36) You have just started a course in a college which has on sports facilities of it's own. Write a letter to the manager of the nearest private sport club. In your letter-
- Introduce yourself
 - Say why you are interested in this sport club
 - Ask some question about the club (e.g. facilities, members, costs).
- 37) You have just returned home after living with a family in an English-speaking country for six months. You now realize that you left a small bag of personal possessions in your room. Write to the family describing the things you left behind. Ask them to send some or all of them to you. Offer to cover the costs.
- 38) You are studying at a university in the north of England. Your passport has been stolen. You have reported the matter to the police. You filled in a form giving details of your passport.

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Write to your embassy in London giving details of who are, what happened and asking what you should do to get a new passport.

- 39) Next month you are going to study at a university in Scotland. On the way you have a two-day stopover in London. You need accommodation for one night and you would like to use this time to see as much as possible of London. You will need to use public transport. As a student you have a limit budget. Write a letter to the London Travel Information Centre explaining your situation and asking for advice on accommodation, sight-seeing and transport facilities in London.
- 40) You recently stayed in a hotel in a large city. The weather was very unusual for the time of year and the heating / cooling system in the hotel was quite inadequate. Write a letter to the manager of the hotel. In your letter-
- Give details of what was wrong
 - Explain what you had to do to overcome the problem at the time
 - Say what action you would like the manager to take.
- 41) You have recently heard that a friend of yours has had some problems as a result of some unusual weather write a letter to your friend. In your letter-
- Express concern (i.e. say you are sorry to hear what has happened)
 - Tell him / her about a similar experience that you once had
 - Give some advice or offer help.
- 42) You recently took up a part-time job working for a local company. After a few weeks you realized there were some problems with the job. Write a letter to the manager of the company. In your letter-
- Explain why you left the job
 - Describe the problems that you experienced
 - Suggest what could be done about them.
- 43) Last week you went to a musical concert. You were very impressed with the performance. Write a letter to a friend about the concert. In your letter-
- Say what the concert was and why you went
 - Describe the performance
 - Suggest why he / she should go to the concert.
- 44) You recently visited a place that had a strong impact on you. Write a letter to a friend about the place. In your letter-
- Explain where the place was how you got there
 - Describe what you saw
 - Offer to take your friend there.

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45) For the past six months you have provided voluntarily help at a local school for 5-7 year olds. Unfortunately you can no longer do this work. Write a letter to the principal of the school. In your letter-

- Explain what you have been doing at the school
- Give reasons why you can no longer do the work
- Apologies for any problem this may cause.

46) For the past year you have been a member of a local club. Now you want to discontinue your membership. Write a letter to the club secretary. In your letter-

- State what type of membership you have and how you have paid for this
- Give details of how you have benefited from the club
- Explain why you to leave.

47) You recently bought a computer from a reputed computer store. The store agreed to deliver the computer and set it up for you at your place but when it was delivered, the delivery man claimed that this was not part of his job. Write a letter to the manager of the store. In your letter-

- Say when you bought the computer and what the price included
- Express dissatisfaction about what has occurred
- Find out what they intend to do about it

48) An Australian friend is coming to visit you and it will be his / her birthday during the visit. Write a letter to your friend. In your letter-

- Say how you feel about the visit
- Suggest what you could do on his / birthday
- Try to find out what your friend thinks of your idea

49) You recently visited a tourist attraction and you were very pleased by the help given to you by the staff. Write a letter to the head of staff at the tourist attraction. In your letter-

- Give details of the circumstances of your visit
- Describe the help given to you by the staff
- Say what you want the head of staff to do

50) You are a member of an organization that meets regularly at a particular restaurant. The most recent meal you had there was not satisfactory and you were very disappointed with the quality of the food and the behavior of the staff. Write a letter to the manager of the restaurant. Explain what was wrong with the meal and the service and suggest what he / she should do to ensure that you and your group return to the restaurant

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- 51) Although you have never studied computers, you have always been interested in computers- you buy magazines on computer and you have learnt a lot by working on your computer at home. You have just read about a computer course that really interests you, but it is only for people who have studied computers at college or university. Write a letter to the Enrolment Officer asking if you can enroll, explaining your circumstances and asking if he / she will make a special exception for you.
- 52) Yesterday you lost your student identification card. You need it to get discounts on public transport and for the cinema and to use the college library. Even more importantly, you need it as a proof of identity to withdraw money from the bank. Write to the Director of Student Services explaining the situation and requesting a new card as soon as possible.
- 53) You travel by the bus every weekday morning and you always use the same bus route. Recently the bus has not been reliable. It sometimes comes late and for the last few morning it has not stopped when you hailed it. No change of schedule has been advertised. You have also noticed that the bus is far dirtier than it used to be. Write to the bus company. Explain the situation and tell them what you want them to do.
- 54) You have a pen-friend living in another country and he / she is curious to know about the major festivals of your country. Briefly describe one festival that is celebrated in your country and explain how it is celebrated.
- 55) You borrowed some books from your school or college library. Unfortunately you have to go away to visit a sick relative and cannot return the book in time. Write a letter to the library. Explain what has happened and tell them what you want to do about it.
- 56) You travelled by plane last week and your suitcase was lost. You have still heard nothing from the airline company. Write to the airline and explain what happened. Describe your suitcase and tell them what was in it. Find out what they are going to do about it.