***IELTS General Training Task One***

*Read the questions and choose which one is* ***very formal, fairly formal*** *and* ***informal.***

***A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*You should spend about 20 minutes on this task.*

**You want to sell your television. You think a friend of yours might like to buy it from you.**

**Write a letter to your friend. In your letter explain**

1. **Why you are selling the television**
2. **Describe the television**
3. **Suggest a date when your friend can come and see it**

*You do NOT need to write any addresses*

***B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*You should spend about 20 minutes on this task.*

**You are experiencing financial problems and want to ask your landlord if you can pay your rent late.**

**Write a letter to your landlord. In your letter explain**

1. **Why you are writing to him**
2. **Why you cannot pay the rent**
3. **When you will pay the rent.**

*You do NOT need to write any addresses.*

***C: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*You should spend about 20 minutes on this task.*

**Your car insurance company has told you that they are going to increase the amount you have to pay in insurance for your car each month. You are not happy about this.**

**Write a letter to your insurance company. In your letter explain**

1. **Why you are writing to them**
2. **Why you think the insurance should not be increased**
3. **What you want them to do**

*You do NOT need to write any addresses*

*Now choose ONE of the letters and write your response. Use the appropriate* ***tone*** *(formal / informal)*

* *Use* ***one*** *paragraph for each bullet point.*

*Don’t forget to break your sentences! Please write the other two letters for your homework.*