

Accommodation: producing purposeful writing

By the end of the lesson I will be able to:

- produce writing that has a clear purpose.
- understand different types of letter-writing task.
- write in a formal tone.
- use language for making offers and requests.



INTRODUCTION

1. Look at the pictures and answer the questions below.



A. Shared house



B. Hall of residence



C. Private flat

1. What are the advantages and disadvantages of living in each type of accommodation?
2. Which type of accommodation would you prefer to rent?



GET TO KNOW IELTS

2. Read the information about IELTS General Training Writing Task 1. Then decide whether the statements below are true (T) or false (F).

In IELTS General Training Writing Task 1, test takers are presented with a situation and are required to write a personal response in the form of an informal, semi-formal or formal letter of at least 150 words. The situations are common, everyday ones such as writing to a college accommodation officer about problems with housing. Test takers are told what kind of information they must include (in the form of three bullet points). They will be penalised for irrelevance if the response is off-topic, or is not written as full, connected text (e.g. if bullet points or notes are used in any part of the response). Addresses do not need to be included in the response. The style of writing that test takers need to use depends on who they are asked to write to (the audience) and how well they are supposed to know them. They need to write using a tone that is appropriate for their audience.

Test takers ...

1. always write a letter. _____
2. are told what information they should include. _____
3. can write using bullet points. _____
4. should add an address at the top of the letter. _____
5. usually write for the same audience. _____
6. should always write using a formal tone. _____



TASK FOCUS

3. Look at the IELTS task and answer the question below.

You should spend about 20 minutes on this task.

You have received a letter from your landlord, Mr Matthews, asking you to renew your contract and pay more rent. You are happy in the property but the landlord has not been maintaining it well.

Write a reply to Mr Matthews. In your letter:

- *indicate your intention to stay*
- *give information about the maintenance issues*
- *explain what you would like the landlord to do now.*

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

Dear Mr Matthews,

Which one of the following things should you NOT do?

1. Tell the landlord you're leaving.
2. Negotiate the terms of a new contract.
3. Describe the problems with the property.

4. Decide whether the response to the task in activity 3 should be written in a ...

1. formal tone
2. semi-formal tone
3. informal tone.



IELTS SKILLS

5. Which two of the following might be the purpose of a formal letter?

1. To entertain
2. To register a problem
3. To exchange news
4. To request information
5. To maintain a friendship

6. Which one of the following sentences most clearly expresses a purpose?

1. I am writing because I have a problem.
2. I am writing to request that you replace the boiler.
3. I am writing in response to your letter of 5 February.
4. I am writing as a tenant of Norham Gardens.

7. Write a sentence that clearly expresses a purpose based on each prompt. Begin each sentence with *I am writing to ...* The first one has been done for you.

1. You would like the estate agency to return your deposit.

I am writing to request the return of my deposit.

2. You would like the landlord to know you are dissatisfied with the size of your bed.

3. You would like to be on a waiting list for university accommodation.

4. You would like the accommodation officer to solve an issue with the front door lock.



USEFUL LANGUAGE FOR IELTS

8. Study the phrases. Decide if they are used for making offers (O) or requests (R). The first one has been done for you.

- | | |
|---|-------------------|
| 1. <i>I would be grateful if you could ...</i> | <u> R </u> |
| 2. <i>I trust you will accept my proposal ...</i> | <u> </u> |
| 3. <i>Would you mind ...</i> | <u> </u> |
| 4. <i>I am willing ...</i> | <u> </u> |
| 5. <i>Kindly ...</i> | <u> </u> |

9. Decide if the phrases in activity 8 should be followed by the ...

- A. bare infinitive (e.g. *provide*).
- B. infinitive (e.g. *to provide*).
- C. gerund (e.g. *providing*).

1. *I would be grateful if you could ...* _____
2. *I trust you will accept my proposal ...* _____
3. *Would you mind ...* _____
4. *I am willing ...* _____
5. *Kindly ...* _____



IELTS PRACTICE

10. Write a response to the task in activity 3.



SELF-STUDY

Compare the response you wrote in activity 10 to the sample answer (to be provided by your teacher). Improve your response by making at least three changes to it, borrowing ideas from the sample answer.