General Letter Practice Questions

Use ChatGpt Evaluation for Self-Evaluation and Approximate Scoring

**Latest General Writing Task 1 Questions: April 2023**

1. You currently live in a rental apartment, and the noise from your neighbours disturbs you. Write a letter to your landlord. In your letter
   * describe how this situation affects you;
   * explain what steps you have taken to address the problem;
   * ask the landlord to take action to resolve the issue.
2. You have moved to another city but your bank has your old address and continues to send all communication there. Write a letter to your bank branch. In the letter,   mention:
   * Where have you moved to?
   * What problem are you facing regarding the bank’s communication?
   * What you want them to do regarding old communication already sent to the wrong address?
3. You are going to teach English to your friend’s child. Write a letter to your past English teacher to ask if you can borrow some books from him/her. In your letter
   * tell your teacher about the child;
   * say when and where you will teach the child;
   * explain what books you would like to borrow.
4. A museum near your house is looking for people to do part-time voluntary/unpaid work. You would like to do some voluntary/unpaid work at the museum. Write a letter to the museum director to apply for voluntary/unpaid work in your letter:
   * Explain why you want to do voluntary/unpaid work at the museum
   * Describe some skills and qualities you have that would be useful
   * Give details of when you would be available for work
5. Your next-door neighbour likes to listen to music late at night. Because of the loud music, you often lose sleep. Write a letter to the building manager. In your letter
   * describe the situation
   * explain the problems it is causing you
   * offer at least one solution
6. You are taking a course at a local college. The deadline for your project was last week but you haven't finished it. Write a letter to your lecturer. In your letter
   * introduce yourself
   * explain why you haven't handed in the project yet
   * request more time to do it.
7. You are a member of a sports centre and you have noticed a problem which has not been fixed for some time. Write a letter to the manager of the gym. In your letter
   * tell the manager about the problem
   * explain how this issue is affecting your experience at the gym
   * tell the manager what you would like to happen
8. You recently took a trip with a taxi company. The driver behaved in an unacceptable way and you had a lot of problems. You complained to the company but no one has replied to your complaint. Write a letter to the taxi company. In your letter
   * say why you are writing and how you feel
   * explain what happened
   * tell them what you would like them to do.
9. You have just moved into a new home and are planning to hold a party. You are worried that the noise may disturb your neighbour. Write a letter to your neighbour. You do NOT need to write any addresses. You should write at least 150 words. In your letter
   * introduce yourself
   * describe your plans for the party
   * invite your neighbour to come
10. You have recently missed a project deadline which resulted in your company losing an important client. Write a letter to your manager. In your letter
    * apologise for what happened
    * explain why you missed the deadline
    * tell him/her how you will avoid this situation in future.

**Latest General Writing Task 1 Questions: October 2022**

1. Write a letter to the manager of the Lost and Found department of the railway regarding the luggage you accidentally left on the train. In your letter
   * give the details of your train trip
   * describe the luggage you left on the train
   * say what actions you want him/her to take.
2. You recently discovered that there are plans to build a new airport in your area and you are not happy with it. Write a letter to the local authority. In your letter,
   * Say how you found out about the plans
   * Explain what problems your neighbourhood will face
   * Suggest some possible solutions to those problems.
3. You and some friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and services. Write a letter to the restaurant manager. In your letter
   * Give details of your visit to the restaurant
   * Explain the reason for the celebration
   * Say what was good about the food and the services
4. An English-speaking friend has written to you to ask you how your studies are going. Write a letter to the friend:
   * tell your friend how you are preparing for the exam.
   * tell him/her how you feel about it.
   * tell him your expectations.
5. You would like to invite your friend from abroad to a public event in your country. Write a letter to your friend. In your letter
   * describe the public event
   * explain why you think he/she would like the event
   * write how you can help your friend with accommodation
6. You eat at your college cafeteria every lunchtime. 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
7. You recently sent some documents by post, but they did not arrive. Write a letter to the post manager. In your letter
   * Give details of the situation
   * Describe the documents
   * Say what action you want the post office to take.
8. You and a friend recently went on a holiday together. There is a problem with the photos you have taken during the holiday. Write a letter to your friend to ask for a particular shot. In your letter
   * tell him/her about the problem with your photos
   * say which photo you would like him/her to send you
   * explain why you need this photo.
9. Your ID card has been stolen. Write to the Local Police Station, giving details of
   * who you are
   * what happened
   * ask what you should do to get a new ID card
10. You are preparing an event in the countryside. Write a letter to your friend and ask for help with the arrangements. In your letter include:
    * what the event is
    * why the event is being held
    * what arrangements have already been made
    * how your friend can help

**Latest General Writing Task 1 Questions: June 2022**

1. You have an appointment with your manager the next day. Write him/her a letter about what you’re going to discuss at the meeting. In your meeting, you should tell:
   * What did you do for the company during the years you worked there
   * What changes you would like to recommend
   * What training you require
2. You recently bought an electronic gadget for home purposes. Your friend wants the same gadget and needs your advice. In this letter you should include:
   * What is this gadget
   * What do you think about it
   * Give advice about other alternatives your friend can buy
3. Your company has sent you on a three-month course in another country. The course is coming to an end but you would like to prolong your stay. Write a letter to your manager, in your letter:
   * Describe how the course has benefited you
   * Explain why you would like to delay your return
   * Suggest a date when you would like to come back
4. You live near a public school. The school asked local residents to help maintain the school building and playground. Write a letter to the principal. In your letter:
   * Explain why you would like to help
   * Tell them how you can help
   * Let them know when you are available
5. A neighbour has damaged your car while parking his/her car in the lane in front of your house. Write a letter to your neighbour. In your letter:
   * Explain why you’re writing
   * Describe the damage to your car and express your feelings about it
   * Recommend what steps he/she should take to resolve the situation
6. You recently bought an electric gadget for your home. Your friend wants the same gadget and needs your advice. In this letter you should include:
   * What the gadget is
   * What you think about it
   * Advice about other alternatives your friend could buy
7. You have been asked to do a presentation and you would need help with setting up the equipment. Write a letter to your colleague, in your letter:
   * Let him/her know when and where the presentation will take place
   * Tell him/her what equipment you will need
   * Explain how him/her can help you
8. You have an upcoming meeting with your manager to discuss your performance in the past year. Write a letter to the manager. In your letter:
   * Describe your achievements in the past year
   * Say what areas/skills you need to improve on
   * Suggest a plan to improve those skills/areas
9. You would like to invite your friend from abroad to a public event in your country. Write a letter to your friend. In your letter:
   * Invite him/her to the event
   * Explain why you think he/she would like the event
   * Tell him/her about the other activities you can do
10. You use the local swimming pool often, and during one of your visits, you encountered a problem. Write a letter to the manager. In your letter
    * describe what the problem was
    * tell what the swimming pool staff have done about it
    * suggest your own solution to the problem.

**January to March 2022 General Task 1 IELTS Questions**

1. You recently saw an advertisement in a newspaper seeking volunteers to do unpaid work with local children. You are interested in this work. Write a letter to the head of the organisation. In your letter
   * express your interest
   * ask for details of the work that needs to be done
   * let them know when you are available.
2. A friend you made while you were studying abroad has written to ask you for help in finding a job in your country. You have heard about a job in a local company that might be suitable for him/her. Write a letter to this friend. In your letter -
   * tell your friend about the job and what sort of work it involves
   * say why you think the job would be suitable for him/her
   * explain how to apply for the job
3. You recently stayed at your friend’s place, to look after the house while he/she is away. You accidentally damaged something in his/her house. Write a letter to your friend. In your letter, you should:
   * describe what the accident was
   * explain when it happened
   * suggest how the damage can be fixed.
4. Write a letter to a transport office about a problem with the transportation system in your area.
   * Describe the situation you are facing
   * Why do you consider it a problem
   * What change you would like to recommend.
5. You are a student at a University in the UK. You have recently lost your University ID card. Write to the local police station, giving details of
   * who you are
   * what happened and
   * ask to record your details so that you can apply for a new ID card.
6. You recently went to a concert and thought one of the singers was very good. You want to tell him how you feel. write a letter to the singer:
   * say how you feel about his performance
   * give details of your musical activities
   * explain how you would like him to help you with your musical activities.
7. A magazine wants to include contributions from its readers for an article called 'the book that influenced me most". Write a letter to the editor of the magazine about the book that influences you most. In your letter,
   * describe what this book was about,
   * explain how this book influenced you,
   * say whether this book would be likely to influence other people
8. After being involved in an accident, you were looked after by a person you did not know before. Write a special thank you letter. In your letter:
   * Introduce yourself and let him/her know why you are writing to him/her
   * Express your gratitude
   * Offer him/her to visit your home with his/her family
9. Recently you saw an article in a newspaper/journal about a city/town you know and some of the information in the article was incorrect. Write a letter to the editor regarding this. In your letter, you should tell:
   * how you know about this city/town
   * what information was incorrect
   * what the editor should do about this.
10. Your child is going on a school trip abroad for three days and the headmaster of the school has asked any parents if they would like to come along to assist. You would like to go. Write a letter to the headmaster. In your letter:
    * Say why you would like to go
    * Suggest what you could do to help during the trip
    * Ask some further questions about the trip

**October to December 2021 General Task 1 IELTS Questions**

1. You have a complaint about the hotel you stayed at while attending a meeting that was booked by the organiser of a company meeting. Write a letter to the organiser of the meeting and include
   * Details about the meeting
   * The problem you faced
   * What should be done
2. You are moving home. Write a letter to your neighbours to say goodbye to them and to thank them for their help during your stay. In your letter
   * explain how they helped you
   * say what you will miss the most about the area where you lived
   * invite them to visit you at your new home.
3. You use the local swimming pool often, and during one of your visits, you have encountered a problem. Write a letter to the manager. In your letter
   * describe what the problem was
   * tell what the swimming pool staff have done about it
   * suggest your own solution to the problem.
4. You recently bought a piece of equipment for your kitchen but it did not work. You phoned the shop but no action was taken. Write a letter to the shop manager. In your letter:
   * describe the problem with the equipment
   * explain what happened when you phoned the shop
   * say what you would like the manager to do
5. You bought a piece of furniture from a store in another town recently. There is a problem with the item you purchased. Write a letter to the store manager. In your letter
   * explain the details of your purchase
   * describe the problem that you have with it
   * suggest what can be done about it
6. The apartment that you have rented was repaired recently. Later you discovered some defects in repairs. Write a letter to your landlord. In your letter
   * explain what the problem is
   * suggest how it can be fixed
   * say what you would like the landlord to do about it.
7. You are renting a house in an English-speaking country, and the landlord has been helpful during your stay. Now your friend is interested in renting your place. Please write a letter to your landlord to inform your friend that you will be moving out. In your letter
   * tell your landlord that you are leaving and explain why
   * thank your landlord for being helpful
   * recommend your friend as a prospective tenant.
8. Your friend recently moved to the same town where your friend lives. Please write a letter to invite your friend to go to the gym together. In your letter
   * describe why you go to this gym
   * say what part of this gym you recommend
   * explain why you think it is suitable for your friend
9. Your neighbour keeps his/her animal in the garden. Write to him/her about it and the inconvenience it causes you and your family. In your letter
   * tell them what the problem is
   * explain why it causes inconvenience
   * suggest a possible solution to it
   * say what actions you might take if the need arises.







**July/August 2021 General Task 1 IELTS Questions**

1.You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help. Write a letter to this friend.

In your letter:

* *Give details of your study plans*
* *Explain why you want to get a part-time job*
* *Suggest how your friend could help you find a job*

2. Write a letter to the manager of a cinema (movie theatre) about a jacket you have left behind after a film.

In your letter:

* *Describe the jacket*
* *Describe where you were seated*
* *Explain what you want to be done*

3. You recently attended a conference and would like to give a presentation to your colleagues about it. Write a letter to your manager and include:

* *The topic of the conference*
* *Why you want to present about it*
* *When it could be done*

4. You live with a roommate at university but you have trouble studying because of a problem related to your roommate. Write a letter to an administrator at your university and include:

* *Who you are*
* *The problem*
* *What you suggest they do*

5. You saw an advertisement in the paper for a property management position at an apartment complex. Write a letter to express your interest.

Include:

* *Why you are writing*
* *Your suitability for the role*
* *How you would approach the position*

6. You recently went to a public event (for example an exhibition, festival, or show) that you think your friend would enjoy. Write a letter to a friend.

In your letter:

* *tell your friend what the event was*
* *explain why you think your friend would like the event*
* *invite them to come to the event with you*

7. You are going to throw a party and would like to cook a special dish for your guests but do not have the recipe. Write a letter to your friend.

In your letter:

* *tell your friend why you are having a party*
* *explain what dish you want to cook and ask your friend for the recipe*
* *invite your friend to the party*

8. You own an old item that you think is valuable and would like to sell. Write a letter to the owner of an antique’s shop.

In your letter:

* *explain how you found the shop*
* *describe the item that you would like to sell*
* *say how much you would like to sell the item for*

9. You have made a reservation at a hotel for a business trip for you and your colleagues. However, you need to make some changes to your booking. Write a letter to the hotel manager.

In your letter:

* *give details of your current booking*
* *explain what changes you need to make and why*
* *ask the manager to make some special arrangements for your business meetings*

10. You have discovered a lot of rubbish in a lake near where you live. In the past, the lake had always been clean. Write a letter to the local council.

In the letter:

* *describe the type of rubbish that you saw in the lake*
* *explain where you think the waste has come from*
* *suggest what the council should do about the problem*

**February/March 2021 General Task 1 IELTS Questions**

1. Write a letter to your landlord complaining about the noise in the block of flats which he owns.

You should include:

* *Where you live*
* *The problem*
* *What he should do*

2. You want to arrange a conference for your company, and you need to ask one of your colleagues to give a presentation in this conference.

Write a letter to your colleague. In your letter include:

* *Details about the conference*
* *Why you want your colleague to give the presentation*
* *What arrangement you will do for this conference*

3. You own an old item that you think is valuable and would like to sell. Write a letter to the owner of an antiques shop.

In your letter

* *explain how you found the shop*
* *describe the item that you would like to sell*
* *say how much you would like to sell the item for*

4. You have lost something on a bus and called the customer service to get help. You weren't happy with their response. Write a letter to the bus company manager.  
  
In your letter, you should:

* *describe the item you lost*
* *explain why you weren't happy with the customer service*
* *say what action you would like the company to take.*

5. You enjoyed a holiday organized by a tour company. Write a letter to the manager and praise the tour guide who accompanied you on the journey.  
  
In your letter, you should:

* *describe the details of your holiday*
* *explain what the tour guide did that was helpful*
* *suggest how the manager may reward the tour guide.*

6. You recently went to visit a friend in their new home. Write a letter to your friend.

In your letter:

* *tell your friend what you liked about his/her new house*
* *say what you did or enjoyed most about your stay with your friend*
* *suggest when and where you could meet your friend next*

7. You work in an office and have recently been experiencing a health problem. You think that the problem started because of the working conditions in the office. Write a letter to your manager.

In your letter:

* *describe the health problem*
* *explain why you think it was caused by conditions in the office*
* *suggest what the manager should do to improve the working conditions in the office*

8. You recently went to a public event (for example an exhibition, festival, or show) that you think your friend would enjoy. Write a letter to friend.

In your letter:

* *tell your friend what the event was*
* *explain why you think your friend would like the event*
* *invite them to come to the event with you*

9. You recently celebrated a special occasion in your personal life and received a card and a present from your colleagues at work. Write a letter to your colleagues.

In your letter:

* *remind your colleagues what the special occasion you were celebrating was*
* *thank them for the card and gift*
* *explain why you like the gift and how you will use it*

**October/November 2020 general task 1 questions**

1. You recently discovered that there are plans to construct an airport in your locality. Write a letter to the local authority.

In your letter, you should tell:

* explain how you knew about the plans
* describe the negative effect of the construction on your neighborhood
* suggest a possible solution to the problem.

2. Recently you saw an article in a newspaper/journal about a city/town you know and some of the information in the article was incorrect. Write a letter to the editor regarding this.

In your letter, you should tell:

* how you know about this city/town
* what information was incorrect
* what the editor should do about this.

3. Write a letter to your landlord complaining about noise in the block of flats which he owns. Include:

* where you live
* what the problem is
* what he should do

4. Write a letter to your manager about your work from last year. Include

* What you did
* What you think you could improve
* A training request

5. Write a letter to your friend about a job opportunity you came across that they might find interesting.

In your letter, you should:

* give some details about the job
* mention how you came across the job opportunity
* explain why you feel the job would be suitable for your friend

6. Your friend is about to move into a new house. Write a letter to your friend. In your letter

* offer to help him/her to move
* explain how exactly you can help
* ask him/her some questions about the new house

**August 2020 General Task 1 Questions**

1. Your friend has just moved to a new house. Write a letter to your friend and let him know about the gift that you have prepared for him/her.

In your letter, you should:  
-describe the gift  
-tell how it will be delivered  
-explain why you chose it.

2. Recently you visited a foreign country with a friend write a letter to someone.  
You should tell  
- why you enjoyed the trip  
-what you are doing now  
-invite her to visit you

3. Write a letter to your manager to request setting up a cafeteria for the staff.

In your letter, you should tell:  
-what you heard about the inconvenience from the staff  
-how you feel about it  
-what suggestions you have.

4. A foreign friend of yours plans to visit your place and stay with you, but you are not available on that date. Give your friend another alternate date for the visit.

In your letter, you should:  
-apologise for it  
-explain what you are doing on that date  
-suggest to him/her an alternate time to come.

5. You are leaving your job and would like to invite your friend to replace you. Write a letter to your friend.

In your letter, you should:  
-describe the job  
-explain the reason you are leaving  
-tell him/her why you would recommend the job to them.

6. Write a letter to your colleague asking for help in setting up the equipment for your presentation.

In your letter, you should:  
-tell when and where the presentation will take place  
-describe your arrangements  
-tell him/her what equipment you need.

7. You are planning a vacation and want your friend to go with you. Write a letter to your friend.

In your letter, you should:  
-tell him/her why you want to take a vacation  
-describe your plan  
-invite him/her to go with you.

**Latest October 2019 general task 1 questions**

1. You are attending a course at an evening school. Write a letter to the director of the school with a complaint about the course. In your letter, you should:

– Describe the course you are taking.  
– Explain what you don’t like about the course.  
– Give your opinion about what should be done about it.

2. You are attending a night course at the school. You are not happy with some parts of the course. Write a letter to the school director about this. In your letter, you should tell:

- What course you are studying  
- What you are not happy about  
- What you expect from the school director.

3. You stayed at a friend’s house last weekend and lost your watch. Write a letter to your friend. In your letter, you should:

– Thank him/her for the good time you had.  
– Describe your watch.  
– Tell your friend what would you like him/her to do with it if he/she finds it.

4. Write a letter to a book store manager who is living in another city. Ask him/her to make available a book that you are interested in. In your letter, you should tell:

– What book you are looking for?  
– Why you need this book?  
– How you plan to purchase the book?

5. You have recently attended a professional course. Write a letter to your manager to thank him/her for the opportunity. In your letter, you should tell:

– What it was about?  
– Explain why it was helpful to you.  
– Suggest other co-workers who should attend the course.

6. Your friend is in another country. Write a letter to your friend asking for advice about employment opportunities in his country. In your letter, you should tell:

- Why you want to work there  
- What skills and work experience you have  
- Inquire about the benefits (salary and hours).

7. You have an English-speaking friend. You want to invite him/her to see a movie. Write a letter to your friend. In your letter, you should:

– Describe the movie you want to see together.  
– Explain why you think he/she will be interested in it?  
– Suggest where and when you should meet before the movie.

8. You ride a bicycle to work, but there is a problem with the parking. Write a letter to the manager of the parking management company. In your letter, you should tell:

- Why you ride a bicycle to work  
- What the problem is with the parking  
- What your suggestions are.

9. You have organized a 90th birthday party for your relative and invited elderly guests. It was a successful party. Write a letter to the hotel manager, to provide the feedback: In your letter, you should tell:

- When the party took place  
- Why it was successful  
- Thank a staff member who was really helpful.

10. There are some problems in the changing room in your sport center. Write a letter to the sport center manager. In your letter, you should:

- Describe the problems in the changing room  
- Explain why the sport center is important for you  
- Suggest what the manager should do.

11. You and your colleague want to use a company room. Write a letter to your manager and ask for permission. In your letter, you should:

- Explain why you need the room  
- Describe which room you need and why  
- Tell what changes you’ll need in the room.

12. You are a member of a sports club. Write a letter to the club president about an event that will be organized there. In your letter, you should tell:

- What it is  
- Who you will invite  
- What your role is in this event.

13. You are going to take a vacation soon and want your friend to go with you. Write a letter to your friend. In your letter, you should:

- Tell him/her why you want the holiday/vacation  
- Describe your plan  
- Invite him/her to go with you.

14. You had a dinner with your friend’s family. Write a letter to you friend and express your feelings about the dinner. In your letter, you should:

- Say what you enjoyed about the dinner  
- Describe how you feel about his/her family  
- Invite your friend and his/her family to you place.

15. You rent an apartment and you are quite happy with it but you want to suggest a renovation. Write a letter about your suggestion. In your letter, you should tell:

- Your appreciation of current condition  
- What is the renovation and why?  
- What is the benefits of your suggestion?

**Latest September 2019 general task 1 questions**

1. You want a book that you cannot ﬁnd. Later you find it and it is available in a bookstore in another city. Write a letter to the manager of bookstore. In your letter, you should:

· give details of book  
· say why you need this book  
· tell him how you will pay for it.

2. You want to take a course related to your work. Write a letter to your employer. In your letter, you should:

· describe what the course is  
· explain how it will beneﬁt the company  
· suggest how to arrange time for it.

3. Recently you have attended a job interview which went well, but you are still waiting for the result. Write a letter to HR manager of the company. In your letter, you should:

· give details of the job  
· tell why you think the interview went well  
· explain why you need to know the result.

4. You would like to attend a training course. Write a letter to your company manager. In your letter, you should say:

· why you would like to attend this course?  
· why it would be beneficial for you and the company?  
· suggest how to arrange time for it.

5. Your town council has decided to demolish an historic building due to lack of funds to renovate. Write a letter to your counselor . In your letter, you should say:

· why it is important to preserve the historic building  
· how the funds could be generated.

6. Your child's school is going for a trip out of the country for 3 days and a parent is allowed to join the group. Write a letter to school. In your letter, you should:

· ask questions about the trip  
· tell them why you want to join the group  
· explain how you can help.

7. You need a book and you can’t find it in the library. Write a letter to a bookshop manager. In your letter, you should:

· describe the book.  
· say why need it?  
· say how you will pay for it?

8. Your friend has written a letter to you asking for advice on his/her parents who will visit your area. Write a letter to your friend. In your letter, you should:

· suggest the places they can visit  
· recommend a place where they can stay  
· oﬀer to do something with them.

9. You are unable to attend a farewell party of a colleague at work. Write a letter to him/her. In your letter, you should:

· say why you can’t come  
· give him/her your best wishes.  
· suggest another time and place for you to meet.

10. Write a letter to a translation agency about a report to be translated urgently. In your letter, you should:

· explain the content of the letter  
· explain why you need the translated report  
· why you need it urgently.

11. Write a letter to your friend, who is visiting a city that you are familiar with. In your letter, you should:

· describe to him a place worth visiting  
· suggest some eating options  
· suggest transport options.

**Latest August 2019 general task 1 questions**

1. Your friend has written to you asking for your advice on his/her parents who will be visiting your area. Write a letter to your friend.

In your letter, you should:  
· suggest the places they can visit  
· recommend a place where they can stay  
· oﬀer to do something with them.

2. Write a letter to a city planning manager about the demolition of a historical building in your area.

In your letter, you should:  
· explain why it shouldn’t be demolished.  
· suggest a future use for this building.  
· recommend a way to raise money for repairs.

3. Recently you attended a job interview which went well, but you are still waiting for the outcome. Write a letter to HR manager of the company.

In your letter, you should:  
· give details of the job  
· tell her why you think the interview went well  
· explain why you need to know the outcome.

4. Parents of a close friend are coming to your area for a visit. He/she has asked you to suggest some places for older people to visit. Write a letter to your friend.

In your letter, you should:  
· suggest some places his/her parents could visit.  
· recommend a place for them to stay.  
· give some other ideas for their visit.

5. Your town council has decided to demolish historic building due to lack of funds for renovation. Write a letter to your councilor.

In your letter, you should tell:  
· why it is important to preserve the historic building  
· how the funds could be generated.

6. You have a spare room in your apartment that you would like to rent out to a student. Write a letter to the Student Accommodation Officer of local college.

In your letter, you should tell:  
· where your apartment is located  
· when the room will be available  
· what your requirements for a student to stay there are.

7. You had just missed a friend’s party, write a letter to apologise.  
In your letter, you should:

· apologise to your friend  
· explain why you couldn’t attend the party  
· tell her what steps you will take to avoid missing it in the future.

8. You have recently taken a two-day course. Write to give your feedback to the course organiser.

In your letter, you should tell:  
· the details of the course  
· what you liked or disliked about it  
· suggest some improvements to the course.

9. You have recently bought some furniture and it was broken when you received it. Write a complaint letter to the store manager.

In your letter, you should tell:  
· what you bought and when?  
· how was it broken?  
· suggest how the problem could be solved

10. Write a letter to your local council complaining that the street where you live has become dirty lately.

In your letter, you should tell:  
· why it is happening  
· what problems it could cause  
· what your suggestions are.

11. You have found a problem with an item which you bought online. Write a letter to the company manager.

In your letter, you should:  
· describe the item  
· explain the issue  
· suggest what you expect the manager to do.

**Latest July 2019 general task 1 questions**

1. You recently visited a theatre and had an accident there. The staff were very helpful. Write a letter to the manager giving good feedback.

In your letter, you should tell:  
– and describe the accident  
– how the staff helped you  
– how similar situations could be prevented in the future.

2. You attended a meeting last week, but you were not happy with the hotel which you stayed in. Write a letter to the organizer who booked the hotel for you.

In your letter, you should tell:  
– what the problems were  
– what you didn’t like about the hotel  
– what you want organizer to do.

3. Your landlord wants to increase your house rent. Write a letter to him to explain your situation.

In your letter, you should tell:  
– why you think the rent shouldn’t be increased  
– what you will do if it is increased.

4. You are relocating to a new city. Write a letter to an agent to arrange a house for you and your family.

In your letter, you should tell:  
– when you will relocate  
– why you are relocating  
– what kind of house you want.

5. A young person is going to spend his first day at the office next month. Write a letter to explain what he should do on his first day.

In your letter, you should tell:  
– what work should be done in the company  
– what he/she will do on the first day of work  
– what items/objects he /she needs to take along.

6. Write a letter to your company’s director recommending a group in your local community that deserves help.

In your letter, you should tell:  
– why you have chosen that group  
– how your company can help the group  
– how your company will benefit in return.

7. Write a letter to your friend about a special item that you have brought back from your holiday in their city.

In your letter, you should tell:  
– what the item is  
– where and when you got it  
– why it is so special to you.

8. You are going to visit a friend who loves sports. Write a letter about an outdoor sport that you would like to try for the first time.

In your letter, you should tell:  
– what it is  
– when and where would you play it  
– who you would play it with.

**Latest June 2019 general task 1 questions**

1. You recently traveled on a train which arrived very late, and then you faced many problems. Write a letter to the owner of the company.

In your letter, you should tell:  
- where you were going  
- what problems you faced  
- what action you would like the owner to take

2. Your family is moving to a new city. Write a letter to the real estate agency in your new city to enquire about a rental house.

In your letter, you should tell:  
– explain when you are moving and the reason  
– describe where you would like to live  
– mention the type of house you need.

3. Write a letter of invitation to a friend for a special celebration.

In your letter, you should:  
- invite your friend to attend the celebration  
- discuss the arrangements and plans you have made  
- offer arrangements for travel and accommodation

4. A local newspaper has conducted a competition recently to find a person who contributed the most to the society. Write a letter to the editor with a recommendation for a suitable person.

In your letter, you should tell:  
– who is that person  
– what is his/her contribution  
– how did you meet him/her

5. Write a letter to your friend who is visiting your apartment while you are gone.

In your letter, you should tell:  
- where the keys are  
- to take care of one important thing inside your apartment while you are away  
- what to do on the day of your arrival

6. You were advised by your doctor that you need to do more physical exercises. Write a letter to your friend asking him to join you.

In your letter, you should tell:  
- why you want to do physical exercise  
- what type of physical exercises you are planning to do  
- why do you want your friend to join you

7. You need to seek admission in a short course. Write a letter to the admission officer.

In your letter, you should tell:  
- what the course is  
- how your background knowledge is related to this  
- why this institute is important

8. Your friend has been recently blessed with a baby. You have bought a present.

In your letter, you should tell:  
- about the gift you have bought  
- what are the features of the gift  
- ask him to make an arrangement so that you can present the gift

9. You have lost your driver's license. Fortunately, someone found and sent it back to your address. Write a letter to appreciate the help.

In your letter, you should:  
- explain what happened when it got lost  
- ask few more details on where he found it  
- thank him for sending it back to you

**General task 1 questions May 2019**

1. You want to recommend someone to work in a company. Write a letter to the manager.

In the letter, you should tell:  
- who the person is  
- how did you know the person  
- working experience of the person.  
- why do you recommend the person

2. Write a letter to the local council to stop the closure of a children’s toy store in your area.

In the letter, you should tell:  
- tell him how important the toy store is  
- explain why you don't want to close it  
- suggest what advice you want them take.

3. Write a letter to the local council about the closure of a playground in your area because children don’t use it much.

In the letter, you should tell:  
- why many children won’t use it  
- how is the playground important for children  
- give some suggestions how to increase the playground’s usage.

4. You have recently ordered a book online, but the book was delayed and has not arrived yet. Write a letter to the company manager.

In the letter, you should:  
- give the details of your order.  
- explain why you need the book urgently.  
- suggest a solution for the situation.

5. You are working at a big company with almost 500 employees. Write a letter to your manager to recommend opening a cafeteria at work.

In the letter, you should tell:  
- why is it required  
- give recommendations how and where to do it.  
- explain why it would be beneficial to all workers.

6. You have seen an advertisement for full-time job at a grocery store and want to apply for it. Write a letter to the manager.

In the letter, you should tell:  
- describe your experience  
- tell him why you are interested in the job  
- say why you think you would be suitable for the job.

7. Your child is going on a 3-day educational trip to another country. The head teacher wants to find parents to go with the group and you would like to go. Write a letter to the head teacher.

In the letter, you should tell:  
- why you would like to go on the trip  
- suggest what you could do to help during the trip  
- ask other questions about the trip

8. You left your book at a friend's home and you want him to send it back. Write a letter to your friend.

In the letter, you should tell:  
- describe your book  
- tell him where you left it at  
- suggest what he can do about it.

**General task 1 questions April 2019**

1. Write a letter to your colleague telling him about your planned visit to the town you use to work.

In the letter, you should tell:  
- about your current Job  
- about your stay plan  
- the details arrangement of your visit.

2. Write a letter of complaint about late delivery to the website where you ordered an item.

In the letter, you should tell:  
- what item did you order  
- why and when did you order that item  
- how would you like them to resolve this issue

3. A local college is having an international day. You want to speak to students about your country from different cultures. Write a letter to the college head.

In the letter, you should:  
- tell him/her about the topics you are going to talk about  
- why would they be of interest to the students  
- ask for any arrangements that you need.

4. Write a letter to a newspaper editor about the poor condition of a historical building in your area.

In the letter, you should:  
- what building are you writing about?  
- describe the current condition of the building.  
- what should be done in this situation?

5. You and your friend booked a theater tickets in advance. Apologise to your friend as you can't make it to the theater with him.

In the letter, you should:  
- apologise  
- explain the reasons why you can’t make it  
- give options on what can be done with the tickets.

6. Write a letter to your friend who is starting an import/export business and asked you for recommendation for a product from your own country.

In the letter, you should:  
- what the product will be  
- from which region of your country where it came from  
- why it is a good product to export.

7. Write a letter to your friend who is traveling overseas, and you were staying at their apartment. There was a storm at that time and the apartment got damaged.

In the letter, you should:  
- tell your friend about the storm  
- explain how the damage got  
- detail what repairs need to be done.

8. You are interested in attending a short course at a college in an English speaking country. Write a letter to the college administration.

In the letter, you should tell:  
- what course you would like to attend  
- give details about your educational background and work experience  
- what reasons make you choose this college.

**General task 1 writing questions February 2019**

1. You are living overseas and you have just come across an article about your country in a magazine where some of the information are incorrect. Write a letter to the editor.

In the letter, you should:  
- explain that an article contains wrong information  
- supply the correction information instead  
- provide some more interesting information for the editor to publish in the future.

2. You are interested in attending a short course at a college in an English speaking country. Write a letter to the college administration.

In the letter, you should tell:  
- what course you would like to attend  
- give details about your educational background and work experience  
- what reasons make you choose this college.

3. Write a letter to your neighbor about the damage that occurred to your car while he was parking his car in the lane outside your home.

In the letter, you should:  
- describe the damage  
- say how you feel about this problem  
- suggest to him what actions he should take.

4. Write a letter to your friend offering him/her a concert ticket.

In the letter, you should tell:  
- what is the content of the music concert  
- where and when is the concert  
- why you think your friend will like going to this concert.

5. Write a letter to invite your English-speaking friend to watch a new film with you about your country.

In the letter, you should:  
- include some information about the film  
- explain why your friend might be interested to watch the film  
- inform other arrangements you will be making for watching the film

6. You have been placed to a new job the same as your friend’s who is working from another company. Write a letter to your friend to ask for help.

In the letter, you should tell:  
- what the problem is  
- how your friend can solve it  
- tell him meeting arrangements and details.

7. You're working overseas in an international company. You are leaving the country in emergency. Write a letter to your friends explaining the situation.

In the letter, you should  
- apologise for leaving like this  
- explain what happened  
- tell them what you're going to miss about working with them

8. You are moving to a new country, write a letter to the accommodation agency to rent a house.

In your letter, describe:  
- yourself and your family  
- which area you would like to live in  
- and what facilities you need in the house

9. Your friend from another country is interested to visit your hometown. Write a letter to him.

In your letter, you should:  
- describe what is the best time to visit  
- how he can enjoy his visit  
- which places he may like to visit.

10. You are planning to give a presentation in your large company. Write a letter to your colleague asking for help.

In the letter, you should:  
- when and where the presentation will be  
- what the presentation is about  
- what you would like your colleague to do.

11. Your local council have asked locals some suggestions on how to keep the city safer. Write a letter to council.

In the letter, you should:  
- explain what the council can do  
- what the people can do  
- tell how the community will benefit by keeping the city safe.

12. Write a letter to the manager to ask for permission that you would like to participate in a new program.

In your letter, you should:  
- give details of the program  
- why it is useful for you  
- how it will benefit your work.

13. You are currently running a course and have a part-time job. Your boss suggested that you leave your course and work full time. Write a letter to your boss.

In the letter, you should:  
- tell him/her your decision  
- explain the reason for your decision.

14. You have recently visited a building which is of historical importance and came to know that it's in bad condition. Write a letter to local newspaper office.

In the letter, you should tell:  
- which building it is  
- what are the problems  
- what do you expect them to do

15. You’re interested in a music course that you saw on an advertisement. Write a letter to the club.

In your letter, you should:  
- explain why you’re interested  
- request more information about the course  
- talk about your past experiences.

16. Write a letter to the airport manager to complain about the problems that you met on the flight recently.

In your letter, you should:  
- give details of flight  
- what were the issues with the flight  
- what you want the manger to do about it.

**January 2019 General Writing Task 1 Questions**

1. Your friend has asked you about the course details you recently took at a training centre.

In the letter, you should:  
– Tell him about the course details  
– Why your friend should take this course  
– Explain how the course has benefited you.

2. You work as part time and you are attending a course. Your manager offered you full time and asked to leave the course. Write a letter about your decision on job offer.

In the letter, you should:  
– How you feel about the job  
– What your decision is  
– Explain why you made the decision.

3. Your work in a company has some changes and you need to take a training course. Write a letter to your manager.

In the letter, you should:  
– What you have done about your work last year  
– What you could have done better  
– What kind of training you want to take next year.

4. Write a letter to your friend inviting him/her to your family party. In your letter

– Explain why you are organizing the party  
– Describe what you are planning to do  
– Say how important it is to have your friend at the party

5. Your colleague found another job and invited you to his/her farewell party. Unfortunately you are unable to attend it. Write a letter to him/her and say

– Why can’t you attend the party?  
– Why did you enjoy working with him/her?  
– Offer him/her to meet some other time.

6. You recently attended a course in another country but had to leave the course to return back to your country. Write a letter to your teacher.

In the letter, you should:  
– Thank him/her  
– Tell them your situation  
– Explain them what you liked about their lecture.

7. You have recently used a moving company to move your household items to a new place and they have been damaged in transfer. Write a letter to the company’s manager and say

– When and where did it take place?  
– What is your complaint?  
– Suggest a reasonable solution.

8. You work a part-time job in a company and the company posted an advert seeking a person for a full-time position. Write a letter to your manager requesting to apply for the advertised position.

In the letter, you should:  
– Why you want to apply  
– What your future goals are  
– Why it would be beneficial for the company.

9. Write a letter to one of your classmates and invite him/her to a party.

In the letter, you should:  
– When, where, timing  
– Give some details about the plan of the party  
– Tell him/her what you are doing recently.

10. You have recently stayed in a hotel and after returning back you realise that you have left a piece of cloth at your hotel room. Write a letter to manager of hotel.

In the letter, you should:  
– Explain the clothing  
– Say where you left it  
– What the manager should do if he/she finds out.

11. Write a letter to the manager about the important documents which you left in their taxi.

In the letter, you should:  
– Say where you left it  
– Why it is important  
– What you want the manager to do.

12. You have recently flown to another country on a business trip. You were satisfied with the flight, but didn’t like services at the airport. Write a letter to the airport manager.

In the letter, you should:  
– Tell him/her your flight details  
– Why you disappointed  
– Suggest some improvements to the airport services.

**Latest 2018 General Task 1 Questions**

In the sections below, you will find IELTS General Task 1 questions from July to December 2018.

**December 2018**

1. You relocated to an overseas country recently and shipped your furniture and other possessions through a shipping company. When you received them, you found some of them got damaged. Write a letter to the delivery manager of the shipping company:

– When and where the shipment was  
– Describe the damages  
– What you want the shipment company to do.

2. You received a letter from a friend who asked for a recommendation letter from you for the job that he/she is applying for. Write a letter to the manager:

– Explain how well you know this person  
– Describe how this person work  
– Why you think this person is suitable for the job.

3. You have a spare room in your flat or apartment and you want to rent it to a student. Write a letter to the director of the accommodation office at the local college. In your letter:

– Explain where your apartment is  
– Describe the room  
– What kind of person would you like to rent it to.

4. You want to learn a language. There is a teacher nearby where you live. Write a letter to the teacher:

– How you came to know about him/her  
– Explain why you want to learn  
– Ask some questions.

5. Your friend is coming to stay in your neighbourhood. He has asked some information about the local school. Write a letter to your friend. In your letter:

– Describe the school  
– Tell him/her about your opinion  
– Explain why his/her children would like this school.

6. Write a letter to HR department of a company requesting information about a interview that you attended but still waiting for results. In your letter:

– Describe the position applied for  
– Why the interview went well  
– Why do you need the results

7. Write to the company’s manager about construction near your home. In your letter:

– How you heard of their construction plans  
– What you think of their plans  
– Your hopes for the construction in case it pushes through.

8. Write a letter to a translation agency requesting them to translate a document for you. In your letter:

– Emphasize on the urgency  
– What is the document about  
– Why do you need it to be done quickly.

9. You recently received furniture that was already damaged at the time of arrival. Write a letter to the manager of the shipping company about it and say

– What furniture did you order?  
– What was the damage?  
– Suggest what needs to be done about it.

10. You have received a record that needs to be translated. Write a letter to a translating agency and say

– What is there on the record?  
– Why do you want to translate it?  
– Why is it so urgent for you to get it translated?

11. You have recently attended a work-related course. Write a letter to your manager and say

– What course was it, and when did you take it?  
– What did you like about it?  
– What improvements can be made in the future?

**November 2018**

1. Write a letter to your friend who has moved to another country and now he/she is coming back to your country for a visit. You have arranged a party for him/her. In your letter:

– Give the date and location of the party  
– Say which friends are coming to the party  
– Give more information about the friends current lives.

2. You have not received the prize which you have won at a newspaper. Write a letter to the editor of the newspaper with below details:

– Details of how you won the prize  
– What is the prize given to you  
– What actions you expect to be taken.

3. Write a letter to your manager about a party that you want to organize at the office. In your letter say

– What the party is about  
– Why it is necessary  
– What you want from him to do.

4. Letter to council for the dirty street:

– Explain why it has become dirty recently  
– What problem it has caused  
– Giving some suggestions.

5. You decided to drive a bicycle to work and do not have parking space available. Write a letter to building manager:

– Why you decided to use bicycle  
– What is the problem  
– Provide some suggestions.

6. You have recently read a newspaper article about your school friend whom you did not hear about for a long time. Write a letter to the newspaper editor

– Highlighting some article details  
– Ask for some information about your friend

7. The street where you live is very polluted. Write to the local council and ask to act about this situation. You should say:

– What is the main problem?  
– How does it affect your street?  
– Give some suggestions and request action.

8. Write a letter to the local council about the poor condition of roads in your area. Include the following in your letter:

– Explain the situation and roads’ condition.  
– How does it affect you and other people?  
– Suggest what measures need to be taken, in your opinion.

9. You have recently attended a job interview which went well, but you are still waiting for the decision. Write a letter to HR manager of the company and say

– Give details of the job.  
– Why do you think the interview went well?  
– Why do you need to know the result?

**October 2018**

1. You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel. Write a letter to the manager of the hotel. In your letter:

– Explain the problem  
– Say why the documents are important  
– Suggest a solution

2. Your office building doesn't have parking available. Write a letter to the manager. In your letter:

– Explain the problem  
– Suggest a solution  
– Say why parking will benefit all employees

3. Your company has recently introduced new uniform for the staffs. Write a letter to your manager that you are not happy with the new uniform:

– Explain why you are not happy with the new uniform  
– What you want new uniform to be like  
– – Giving some suggestions.

4. You like the apartment but you need some improvements to be made in it. Write a letter to the landlord:

– Explain why you you are happy living in the apartment  
– Describe what improvements are to be made  
– Explain why it is important to make the improvements.

5. Your brother couldn’t join you on a trip that you guys planned. Write a letter to a friend inviting him to join:

– Explain about the trip  
– Explain why your brother couldn’t make it  
– Giving details about the trip.

6. Your friend wants to spend a holiday trip with you, but it is not suitable for you. Write a letter to your friend:

– Explain why it is not suitable for you  
– Giving the suggestion.

7. You have bought furniture from a store. When you received there were some damages. Write a letter to manager:

– Giving information him about the furniture.  
– Explain the damage.  
– Asking the manager to do something.

8. Your brother couldn’t join you on a trip that you guys planned. Write a letter to a friend inviting him to join:

– Explain about the trip  
– Explain why your brother couldn’t make it  
– Giving details about the trip.

9. Your child is going on a trip to another country for 3 days. School is looking for some parents who can join the trip and you decided to apply for the same. You are interested in going with trip. Write a letter to the head of the school and include:

– Why you want to join the team  
– What you can do to assist  
– Queries related to the trip.

**September 2018**

1. You have bought a toy in an online toy shop, but the toy is damaged. You have to write a letter to the shop manager:

– Describe the toy.  
– Describe the damages.  
– Providing a resolution.

2. You are working in a giant company which does financial or other items help to the different group of local community. Write to your manager about some group you want to provide help next year.

– Describe a group.  
– What help do the group need.  
– What kind of help you expect to provide.

3. You missed attending a friend's invite. Write a letter to your friend:

– Apologise for not coming.  
– Explain how did you try to contact him/her.  
– What is the alternate plan.

4. The local council is about to destroy children playground in your area because it is under use. write a letter and tell them:

– Why it is not well used  
– What can be done so more people can use it.

5. The office where you work does not have a proper car park. Write a letter to your manager and say

– Explain the problem of no parking space available.  
– Suggest a solution for the car park problem.  
– Explain how this will help your company.

6. There is a group of people in your community that needs help. Write a letter to your company director and say

– Describe this group.  
– What kind of help do they need?  
– How will this group and the community benefit from it?

**August 2018**

1. You have recently visited a sports centre and discovered some problems and the poor condition of a changing room there. You have made a complaint earlier, but still no action was taken. Write a letter to the facility manager about it. In your letter:

– Describe the problems  
– Include details of your complaint  
– Say what actions you would like them to take.

2. Your child’s school has arranged a trip abroad for students. The principal of the school asked some parents to join the trip to help. Write to the school principal and say:

– Why do you want to join the trip?  
– How could you help during the trip?  
– Ask some questions about the trip.

3. You recently stayed in a hotel and an employee was very helpful to you. Write a letter to the hotel management to tell them what happened. In your letter:

– Describe the situation  
– Explain what happened  
– Say what you would like the manager to do

4. There is a problem with the changing rooms in the sports centre that you visit. You have complained several times but with no success. Write a letter to the manager of the sports centre. In your letter:

– Describe what the problem with the changing rooms is  
– Say what happened the last times you complained  
– Explain what you want the manager to do

5. Your child is going away on a school trip for three days to another country. The head teacher wants some parents to join the trip and you would like to go. Write a letter to the head teacher. In your letter:

– Say why you would like to go  
– Suggest what you could do to help during the trip  
– Ask some more questions about the trip

6. Write a letter to hotel manager praising a staff member. In your letter:

– Explain the situation  
– What they did  
– What you want manager to do.

7. You are getting married soon. Write a letter to your friend from a different country and invite him/her to the wedding. In your letter:

– Describe your future wife/husband.  
– What will happen at the wedding  
– Why do you want to invite him/her

8. You have had problems with a changing room in a sports center. You have made some complaints but nothing has been done about it. Write a letter to the manager stating:

– The issues with the changing rooms  
– What has been done about it  
– What you want the Manager to do.

9. Write a letter to colleague who gave you a book that helped you for a presentation at work. You should:

– Describe the presentation  
– Why was it important  
– How did it help you.

10. Your child is going on a trip to another country for 3 days. School is looking for some parents who can join the trip and you decided to apply for the same. You are interested in going with trip. Write a letter to the head of the school and include:

– Why you want to join the team  
– What you can do to assist  
– Queries related to the trip.

**July 2018**

1. City council is planning to pull down one of the historic buildings in your town, because they do not have funds to renovate it. As a citizen, you don’t want it to happen. Write a letter to the city council and say

– What is the importance of the building?  
– Why should it be renovated?  
– Suggest a plan to raise funds and maintain the building in the future.

2. Write a letter to your friend about a job offer that can be suitable for him/her and say

– Describe the job.  
– What are the facilities available?  
– Why is this job suitable for him/her?

3. You recently started commuting to work by bicycle and discovered that there is a problem with bicycle parking near the building where you work. Write a letter to the building manager and say

– Explain the reason for using a bicycle to commute.  
– What problems have you encountered with parking?  
– What are your recommendations to solve them?

4. You work in a company and need to take a certain course. Write a letter to your manager and say

– Explain why you need this training course.  
– Where and when will you take it?  
– How will the company benefit from it?

5. Write a letter to your friend about a book that you have read recently. Include the following in your letter:

– Describe the book.  
– Why do you want him/her to read it?  
– Tell him/her how to get the book.

IELTS Task 1 Practice Questions (By Question Topic Area)

**Making a Complaint**:

Write a letter to your neighbour requesting that something be done about the dog. Include in your letter:  
– Your reason for writing  
– What you would like to happen  
– A nice, respectful style

Write a letter to the retailer to complain. In the letter:  
– Explain why you are unhappy  
– Request a refund  
– Make arrangements to return the damaged item

Write a letter to your internet service provider to complain. In the letter:  
– Describe the problem and why you are unhappy  
– Arrange for an engineer to visit your home  
– Request a reduction in your bill

**Make an Application**:

You are applying for a job. As well as attaching a CV, you need to write a cover letter explaining your reasons for choosing this particular job at this particular company, and why you would be a good hire. Things to include are:  
– Possible qualifications or reasons for you to be hired  
– Your energy and enthusiasm for the job  
– Your past experience in a similar position.

 Write a letter to the library’s manager, in your letter include:  
– A brief introduction of yourself  
– Your experience and relevant skills  
– Why you want the job

Write a letter of application to the orchestra. In the letter:  
– Introduce yourself and your instrument of choice  
– Explain how your credentials make you a good candidate  
– Express your enthusiasm for music

Write a letter to the school to apply to be a volunteer. In the letter:  
– Introduce yourself and give details of your children who attend the school  
– Explain why you are interested in the position  
– Talk about any relevant experience that you have with children

**Writing an Invitation**:

You will also be moving to the same city. Write a letter to your friends and include:  
– Ask where to find a place to live  
– Tell them what type of place you’re looking for  
– Share some fun things you would like to do when you get there

Write a letter of invitation to your parents. In the letter:  
– Explain that you have completed your studies  
– Give details of the event, including time, date and dress code  
– Let them know how many tickets they have and who they are for

Write a letter to someone to invite them along with you. In the letter:  
– Explain what has happened and that you would like them to come  
– Give details of when the trip will take place  
– Inform the person of the things they will need for the trip

**Offering Advice or Suggestions**:

1. Write a letter to your favourite restaurant: Include the following:  
   · Your reason for writing  
   · What you like about the restaurant  
   · Suggestions for improvement
2. Write a letter to your friend advising them not to move into the neighbourhood. In your letter:  
   – Recommend that your friend not go ahead with the purchase  
   – Give the reasons behind your decision to leave  
   – Suggest possible alternative areas that you know

**Making an Apology**:

1. You have received a letter from your university of Albion demanding a reason for your absence from an exam. You were ill that day but failed to submit the evidence. Write a letter to the Examinations Committee explaining your situation. You should include:  
   – Apologies for the situation  
   – Identification for yourself (Name, student number, case number)  
   – An explanation of what had happened and any possible evidence you may have  
   – Possible resolutions to consider.
2. You agreed to take a particular job over the summer, but due to unforeseen circumstances, you can no longer take the position. Write a letter including:  
   – Explaining your situation  
   – An apology  
   – Express that you would be interested in the position next summer
3. You recently applied for two separate jobs. Both have chosen to hire you, but you must write a letter to one of them explaining why you are unable to take the position. Include in your letter:  
   – An apology  
   – An explanation of your situation
4. You have not seen a close friend for a long time. You still have a few of your friend’s belongings that were left at your house during the last time he/she visited.

In your letter, include:  
– Why are you writing  
– What you’ve been doing since you last spoke together  
– Apologize for still having the items and ask how you can return them

**Making a Request**:

Write a letter to your new neighbour requesting that they return the item. In the letter:  
– Explain that new bins must be sourced from the local council  
– Request that the person returns your bin immediately  
– Inform the person of what further actions you will take should they not return your bin

Write a letter to your employer to request a transfer to another office. In the letter:  
– Explain why you would like to move  
– Request that your employer place you in a specific city  
– Request that it be completed by a certain date

Write a letter to the shop asking if they have a few different items =you are looking for.  
– Ask what the prices are and if they can be orders  
– Ask when they would arrive and if you can have them held in advance.

You recently used a taxi and left some important documents there. Write a letter to the taxi manager and say:  
– Describe what you left and where it happened.  
– Why are these papers important?  
– What would you like the manager to do about it?

**Informal Letters**:

Write a letter to your sibling. In your letter:  
– Describe what you did for your last birthday  
– Ask for photos of your sibling’s last holiday  
– Talk about something you are looking forward to

Write a letter to convince your friend to move in with you. In the letter:  
– Explain how much you have missed your friend  
– Describe how you feel about your friend’s return  
– Give reasons that you and your friend should share a home