

WRITING

WRITING TASK 1

You should spend no more than 20 minutes on this task.

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 books in time.

Write a letter to the library. Explain what has happened and tell them what you want to do about it.

You should write at least 150 words.

You do NOT need to write your own address.

Begin your letter as follows:

Dear _____

