

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

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.***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear sir or Madam,