

IELTS Writing Correction Service – General Training Task 1 Questions

Choose from one of the following.

You should spend about 20 minutes on this task and write at least 150 words.

- 1) Your friend is coming over to stay with you. However, you will be away on vacation for a month.

Write him/her a letter and say:

- how to get the keys to your flat
- how to operate the equipment in the flat, and
- suggest a few places of interest to visit

- 2) You have bought a new laptop computer and in a few days of purchase discovered a major flaw.

Write a letter to the company. In your letter

- introduce yourself
- explain the situation
- say what action you would like to company to take.

- 3) You rented a car from a Car Rental Company. The air conditioner has stopped working. You phoned the company a week ago but it still has not been repaired.

Write a letter to the company. In your letter

- introduce yourself
- explain the situation
- say what action you would like to company to take.

- 4) You successfully passed a job interview. You are expected to start on November 15, but you will not be available on that date.

Write a letter to your new boss. In your letter

- explain your situation
- express your concern and
- suggest solutions

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- 5) Your neighbours have a dog that is noisy at night. You can't sleep.

Write a letter to your neighbours. In your letter:

- describe the problem with the dog
 - explain why it is important for you to sleep
 - outline what your neighbours could do about the situation.
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- 6) You have recently ordered an item through the Internet, but are not happy with the purchase.

Write to the company. In your letter:

- describe what you purchased
 - explain why you are not happy with the purchase
 - tell them what you would like them to do about the situation.
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- 7) You would like to buy some electrical goods at a shop in a nearby town.

Write a letter to the shop and ask

- if they have the things you want or whether they will be able to order them
 - ask what the prices are and
 - how long they will be able to hold the goods for you.
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- 8) You have decided to leave your current employment.

Write a letter to your employer. Include the following in your letter:

- explain why you are writing
 - explain why you have decided to leave the company
 - tell your employer what you plan to do after leaving your present employment
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- 9) You are going away to travel for the summer. A friend will be looking after your house while you are away.

Write a letter to your friend. In your letter

- say where you are going
 - describe your house
 - explain some of the things your friend must do to look after your house.
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