

SPEAK, SCORE, SUCCEED

IELTS
WRITING
TASK 1
(GENERAL TRAINING)

ACTUAL TEST WITH ANSWERS

LIMITED EDITION



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SET OF LETTERS

SET 1

Formal Letter:

Write a letter to a hotel manager in another city for an upcoming 2-day business trip for you and your colleagues.

In your letter, you should tell:

- Introduce yourself and colleagues
- give information about the business meeting
- tell other requests you might have.

SAMPLE ANSWER:

Dear Sir/Madam,

I am John Adams, Manager at ABC company. It is one of the prestigious companies headquartered in Santa Clara, California, and we have our branches spread all over India. Our company specialises in bridging the gap between wired and wireless communications.

Our company has organised a business trip of 2 days, at St. Andrews Auditorium, Mumbai. The trip will be for two days and two nights. We will be arriving on Monday morning, and will check out on Wednesday morning. We have selected Le Royale Median as it is close to the auditorium. The budget allocated is \$2000.

We are a team of twenty members and need first-class double sharing rooms. That makes ten rooms. Also, we need uninterrupted wifi throughout the stay. We expect pick and drop services to and from the airport and the auditorium. I want to book a buffet for breakfast, lunch and dinner.

Please let us know if you can accommodate us. Also, let me know if there are any offers/packages for the corporate sector.

Yours sincerely,
John

Semi-Formal letter:

You drive to work, but have recently had a problem parking your car at the office. Write a letter to your manager.

In your letter

- describe the problem with the parking
- explain how this is affecting you
- suggest what should be done about the problem

SAMPLE ANSWER:

Dear Kenny,

I'm writing this letter to express my concern over the parking space problem in our office. As you know, we have an underground pathway for parking vehicles. But our office has expanded. There is a considerable increase in the number of employees, and ultimately there are more two-wheelers. I reach the office by 10'o'clock, and find that the parking space is full.

So I end up fighting with the person who is responsible for the parking space. He suggests that I should come early. As I'm a team lead, I have late-night calls with the clients. So I come by 10'o'clock and leave by 11:00 PM. I can't come early. Ultimately, I parked my car in a nearby residential area. The owner of the house where I park my vehicle got annoyed and informed the traffic police, and my car was towed. So I had to go to the police station and explain my problem to get my car back.

I suggest that we rent the vacant piece of land adjacent to the office and make arrangements for our parking there. This is the only practical solution to the problem.
Please take action at the earliest.

Yours truly,
Ram

Informal letter:

You have found an interesting website. Write a letter to your friend to tell him about the Website.

In your letter, you should:

- describe what the website is
- explain why the website is interesting
- tell how this website will help him/her.

SAMPLE ANSWER:

Hi Ritu,

I hope you are doing well. I know that you have joined Electrical Engineering at the prestigious ABC college. I have some news for you. Since you are an Engineering student, this will help you greatly in preparing for your exams. Yes, it is an interesting website called sanfoundry. When I landed upon this website, I was taken aback. They have thousand multiple-choice questions for every subject in Engineering. It contains mathematical problems as well as theory questions. Also, you have answers for each question. You can attempt the question first and then click on the 'View Answer' button to know the answers.

It is an excellent website for an Engineering student like you. You can finish your study on a chapter and then give these questions a try. It will help you increase your confidence. You can also measure your exam preparedness and know where you stand. Please do visit this website and let me know how you like it. Waiting eagerly for your reply.

With love,
Sheethal.

SET 2

Formal Letter:

Write a letter to the government about the lack of sports facilities in your hometown for people of your age.

In your letter, you should tell:

- what facilities you want
- why you want them
- what suggestions you can give

SAMPLE ANSWER:

Dear Sir,

I am John Smith, and I am doing my eleventh grade in St.Xaviers School in Hosanagara Panchayat. I am writing to you to bring to your notice that there is no sports complex in my town. My Dad works for the Central Government, and he is deputed as a sub-collector of my hometown. I am a tennis player and was surprised to find that there was no dedicated area to practice tennis.

I request you to build a sports complex in our hometown. It will benefit the residents in various ways. Students of my age can spend their leisure time effectively. If things improve, we can appoint coaches for multiple sports activities, and people from my town might get chances to play for national tournaments.

Most of the barren fields here which are being converted to industries can be acquired by the government and can be used for building the Sports complex.

Awaiting your immediate action.

Yours Sincerely,
John

Semi-Formal letter:

A neighbour recently invited you to a special party. You intended to go, but at the last minute were unable to attend.

Write a letter to your neighbour. In your letter

- apologise for not going to the party
- explain why you didn't go
- suggest a way to make up for missing the party

SAMPLE ANSWER:

Dear Sam,

I'm writing to you to tell you that I'm terribly sorry to have missed your son's birthday party. It was on a Sunday and I had planned to come but something unexpected happened due to which I could not come.

As you know that my mom is a cancer patient. When my wife and I were getting ready for the party with gifts that we bought, my mom started to cough blood. We gave her the syrup and injection that the doctor had recommended but it did not stop. So we had to rush to the hospital. She was anesthetized and a biopsy report was taken for her throat muscles. Soon the reports arrived and the doctor confirmed that her cancer still remained non-malignant and just that the throat muscles had been weak which was why she was spitting blood. He gave her some injections and discharged her.

My wife and I will visit you next week. Do let me know if you are available. The gift we got for your son is still with us. Looking forward to seeing you soon.

Yours truly,
Anderson

Informal letter:

You are leaving your job and would like to invite your friend as your replacement. Write a letter to your friend.

In your letter, you should:

- describe the job
- explain the reason you leave
- tell him/her why you recommend the job to them.

SAMPLE LETTER:

Dear Ken,

It's been a while since we met each other. I hope you are doing well. You might be aware that I'm working as a Developer at ABC firm for quite some time. My daily activities involve gathering requirements from the clients, translating them into C and C++ code, and getting tested and fixing issues from the field after it has gone live. But, I was also on a keen lookout for opportunities in the DEF company, and this time, things worked out. I qualified in the interview and got an offer from the DEF company for a senior consultant position. There's nothing wrong with my current post except that it is my dream to work for the DEF company.

I informed my manager, and he was equally thrilled about the offer. But he did request me for a replacement, and I could think of none other than you. You are an excellent candidate because you are adept at C and C++ and can translate requirements much faster. The boss is amiable, and the targets are manageable. You could fit in here better than anywhere else. I'm waiting for your reply.

All the best,
Oliver

SET 3

Formal Letter:

You read in a newspaper that a company is going to renovate some school buildings in your local area that are in a poor condition. You would like to offer help. Write a letter to the charity paying for the renovation.

In your letter

- explain why you want to help with the renovations
- suggest what you can do to help
- say when you are available to start work

SAMPLE ANSWER:

Dear Sir/Madam,

I am writing this letter w.r.t to your advertisement in the "Hindu" dated 6/6/2020 about the renovation of school buildings in Bijapur. I want to extend my help towards this cause.

I am Ravi Sen residing at No.10, Pethe Road, Bijapur. I am an interior designer by profession. Also, I am a part of the local association group, which does some charitable activities. I take part in their meetings regularly.

Recently, I worked on a project at Joy's hotel in MG Road. The Hotel authorities very much appreciated it. I am a specialist in making sankheda furniture, which has its origins in Gujarat. So I can help create decorative wooden furniture for the school for free. I hope my experience will help you in your noble cause.

Currently, I am working on a project in a newly constructed apartment. I will be completing it by July 31, 2020, and can join you soon after that. I hope you will consider my request. Please consider me for this project.

Yours sincerely,
Ravi Sen

Semi-Formal letter:

Your landlord is asking to increase the rent. Write a letter to him.

In your letter, you should tell:

- why you think the rent shouldn't be increased
- what you will do if it is increased.

SAMPLE ANSWER:

Dear Mr. Saurav,

I'm writing to you regarding your letter about the rent increase. It is quite a surprise to me. It has just been one year since we've moved to your house. Although I agree that it is well connected to the main road and is close to healthcare and public transport facilities, the fact is that other houses in the nearby localities are rented at a much lower price than we are currently paying.

Recently, I was diagnosed with a tumour in my throat. I'm advised to undergo minor surgery to get it removed. Though I have insurance, there are expenses that I have to bear too. Since I've explained our situation, I hope you will be considerate and allow us to continue with the current rent amount. However, if you continue to insist on the rent increase, we have to move to another house in the same locality.

Yours faithfully,
Sanjay

Informal letter:

Last month, you travelled to another city. You told a friend who lives in the city that you would meet him/her, but you did not. Write a letter to this friend.

In your letter

- apologise for not meeting him/her
- explain why you did not contact him/her earlier
- suggest a time and place to meet in the future

SAMPLE ANSWER:

Dear Mila,

Hope you are doing well. I'm sorry for not being able to meet you at the Hotel Clermont on Sunday afternoon. I can understand your disappointment, and I'm sorry for it.

I got on a flight from Paris last Saturday. But unfortunately, there was an Engine failure when the flight reached NewYork. It took half a day to rectify the fault. Then we boarded the flight, and I arrived late. It was an official trip, and I had to meet my clients first. So, I headed straight to the office.

The business meeting went on well, and I was able to win some contracts for my company. Now that I've completed my work, I'm ready to meet you. I will book the table this time and wait for you. Let me know when you can come.

Yours lovingly,
Lynda

SET 4

Formal Letter:

A company is going to open an office near your flat.

In your letter you should,

- Introduce yourself
- Describe your problems
- Explain what you want them to do for you

SAMPLE ANSWER:

Dear Sir/Madam,

I am Gangandeep Singh residing at No. 14, Gandhi Nagar, Adyar. I have been living here for nearly ten years. It is a calm residential area. Now that Mr. Shah, who lives right opposite my house, has sold his property to your company's corporate division, I understand that you have plans to construct an office space here.

I am writing this letter to explain the problems that would arise if you choose to open an office space. First of all, there is no parking space. So your employees would exploit the road which would cause hindrance to residents of this place. I will not allow any vehicle to be parked in front of my house. Also, there would be a lot of noise, which would disturb the peace and tranquility of the space. I would be most affected, as I live right in front of your office space. I'm sure your employees will take breaks and go to the nearby food joints and litter the place all over, which will make this place very dirty.

I have explained all the possible problems that would arise in opening up an office space in Shah's place. Please reconsider your decision and allow the residents of this area to live in peace. I am hoping for a positive reply from your end.

Yours sincerely,
Gagandeep Singh

Semi-Formal letter:

You work for an international company, and would like to spend six months working in its head office in another country. Write a letter to your manager.

In your letter:

- explain why you want to work in the company's head office for six months
- say how your work could be done while you are away
- ask for his/her help in arranging it

SAMPLE ANSWER:

Dear Victor,

I am writing this letter to tell you that I am interested in working in the headquarters of our company situated in California for a brief period of six months. I need this opportunity to better understand the client's needs and gain insight into California's work culture. It will help me improve my efficiency and, in turn, help us to build a long term relationship with the clients.

Although we have frequent client calls regarding the new projects, I would like to travel to California to understand the hardware setup. I am also planning to request a knowledge transfer session on the hardware division, which will help me assist my team in developing better software.

During my absence, Noah can take up responsibilities. He has proved his abilities, and I'm confident that he will be able to assist the team. Also, I'll check my email regularly and respond to queries from team members here. All I need is your approval to work in the head office. I would request you to process my Visa application at the earliest. Looking forward to your reply.

Yours faithfully,
John

Informal letter:

An English-speaking friend has written to ask you for help in arranging accommodation in your town / city when he/she visits next month.

Write a letter to this friend. In your letter

- give details of some accommodation you think is suitable for him/her
- suggest what your friend should bring with them
- recommend some places for him/her to visit on the trip

SAMPLE ANSWER:

Dear Ava,

Hope this letter finds you in the best of your spirits. My happiness knew no bounds when I read your letter that you are coming down to Shimoga for a holiday. I'm delighted at the thought of having you here. You need not worry about accommodation. We have a huge ancestral house with many rooms, and I've arranged a place for you on the first floor. Though it looks traditional on the exterior, we have furnished the house with all the modern pieces of equipment. So, you can be at ease here.

All you have to do is to bring a bag of clothes. Shimoga is cold (Though not as severe as New Zealand). So do bring your winter clothes. It will be helpful here. Other than that, I don't think it's necessary to carry anything. I assure you that I'll be with you throughout your stay here. I've taken some days off work as well. We can visit the Jog Falls, Dabbe Falls, Barkana Falls, Kunchikal Falls, Gudavi bird sanctuary, Sakrebailu Elephant Camp, Gajanur Dam, and Agumbe. Awaiting your arrival every moment.

See you soon,
Shilpa

SET 5

Formal Letter:

Write a letter to a hotel manager about attending a business meeting in another city.

In the letter, mention,

- What's your plan for the meeting?
- Write about what other facilities you want
- Write about accommodation you require

SAMPLE ANSWER:

Dear Sir,

I am Ryan Thomas, a consultant at ABC company. Our company is organising an important meeting in Gurgaon with Mexican clients. So we have chosen your Hotel to arrange the meeting. Since your Hotels group has established a name, we are confident that you will be able to arrange the facilities for us skillfully. It is a two-day event with two meetings per day, each running for 3 hours.

We need uninterrupted wifi, spacious conference rooms with soundproof doors and windows, projectors, and soundbars. We also need a helper to reach out to if any equipment becomes faulty during the meeting. It would also be a pleasure if you could provide us with a mix of Indian and Mexican cuisine.

We need individual first-class suits for all our six Mexican clients. As for me, I would require a double sharing room with all the amenities. The budget is not a constraint. Please do write to me about how you are going to accommodate us. Looking forward to hearing from you soon.

Yours sincerely,
Ryan Thomas

Semi-Formal letter:

You recently went to a concert and thought one of the band players was very good. You want to tell how you feel. Write a letter to the band player.

In your letter:

- say how you feel about his/her performance
- give details of your music-related activities
- explain how you would like him/her to help you with your music-related activities

SAMPLE ANSWER:

Dear Fredrick,

First of all, many congratulations on your extraordinary guitar performance at "Susanna Hall." I'm a great fan of yours and was thrilled watching you perform live. The music gave me goosebumps. It is one of the moments that I would treasure in my life forever.

I'm a budding guitarist, and also a member of the local music band. We have performed at several mini-concerts in nearby areas. I've also written songs on my own and played them. Sometimes, I was able to sense that the audience liked them. I listen to many guitarists to fine-tune my music. But I've never got a chance to meet any of them.

Having attended your concert, I got encouraged to write to you. I'm hoping you could help me learn the nuances of playing guitar and share valuable tips. Please spend some time with me to help improve my skills. It would be a privilege to learn from you. Please be considerate of my request. Awaiting your reply.

Yours truly,
Jack

Informal letter:

An English-speaking friend would like to visit your town / city and has written to you to ask for some advice.

Write a letter to this friend. In your letter

- say when the best time to visit your town/city is
- tell your friend what the most interesting places are
- suggest where they can find cheap accommodation

SAMPLE ANSWER:

Dear Mia,

Hope this letter finds you in the pink of your health. I'm pleased about your plans to come to Bangalore. I'm more than willing to help you clarify your doubts about your stay here. Bangalore is generally a cool place. But it is best to visit in March-May when it is a mix of Spring and Summer. You don't have to worry about summers here. They are not scorching hot. It starts raining in August, and by December it turns freezing.

There are plenty of exciting places to visit like Commercial Street, MG Road, Bangalore Palace, Cubbon Park, Lalbagh, plenty of malls and amusement parks, ISKCON temple, Ulsoor lake, Vidhan Soudha, Nandi Hills, Devarayana Durga temple, etc. Regarding accommodation, I've some cheap and best options from which you could choose one.

"Apple Tree Suites" in Koramangala is the best option. However, I would also recommend the Treebo Trip Roxel Inn in Domlur, located 5 km away from Embassy Golf Links Business Park. I think this advice was useful to you. I am hoping to see you soon in Bangalore.

With love,
Roopa