

IELTS General Task 1

You should spend about 20 minutes on this task.

You recently stayed in a large hotel. During your stay, you had some problems with the members of staff.

Write a letter to the hotel manager. In your letter

- ***give details of your stay***
- ***describe the problems that you had with staff members***
- ***say what actions you would like the manager to take***

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

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A friend of yours is going to have their first job interview and has asked you for advice.

Write a letter to your friend. In your letter

- ***ask questions about the job they have applied for***
- ***give advice about the job interview***
- ***suggest places you can meet to practice***

Write at least 150 words.

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

Begin your letter as follows:

Dear ,

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You should spend about 20 minutes on this task.

You are planning a vacation abroad. You would like to invite your friend to go with you.

Write a letter to this friend. In your letter

- explain why you have decided to travel abroad***
- tell him/her about your the plans you have made***
- tell them why you are inviting them***

Write at least 150 words.

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

Begin your letter as follows:

Dear ,

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You should spend about 20 minutes on this task.

You recently lost your passport, but someone found it and sent it back to you.

Write a letter to the person who found your passport. In your letter

- explain why the passport is so important to you***
- ask some questions about how they found it***
- say how you plan to thank them for returning your passport***

Write at least 150 words.

You do **NOT** need to write any addresses.
Begin your letter as follows:

Dear,

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You should spend about 20 minutes on this task.

You recently bought an electronic gadget from an online store. When it was delivered, you discovered the gadget has several problems.

Write a letter to the owner of the online store. In your letter

- describe the gadget***
- explain the problems you have discovered***
- say what you would like him/her to do***

Write at least 150 words.

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

Begin your letter as follows:

Dear Sir or Madam,