

Task 1 General: Questions and Model Answers

<http://www.ieltsanswers.com>

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How to use this eBook to improve your writing

1. Look at a task and make a plan [only look at my sample planning after you have done this as planning is crucial!]
2. Write your answer. You can send me a typed version or a photo of a handwritten version.
3. Send your model answer to me for correction.
4. Receive your corrected task back from me.
5. Review your task and ask questions if anything is unclear.
6. View my model answer, in this document, to get ideas about how to improve your answer to this task.

Sending me your writing:

1. Make a payment:

<http://www.ieltsanswers.com/payment-ielts.html>

2. Type your task or send me a CLEAR photo of your handwriting
3. Send to my email: examiner@ieltsanswers.com
4. I will usually respond in 12-24 hours.
5. When you get your task back you are welcome to ask questions. Please make sure your questions are clear and specific.

More about writing correction here:

<http://www.ieltsanswers.com/writing-correction-ielts.html>

Requesting information

You are planning to spend a weekend at a hotel with your family. Write a letter to the hotel making the arrangements. Include the following:

- when you want to arrive and leave
- explain the type of rooms you would like and ask how much they will cost
- ask about activities and places of interest near the hotel

Model Answer:

Dear Sir or Madam,

I am writing to arrange our family's upcoming visit to your hotel, as well as to ask for some additional information. Please allow me to elaborate.

We have decided to stay at your hotel for two days. That's the 15th and 16th of April. We estimate to arrive at your hotel around 11am on the 15th and will leave at around 4pm on the 16th.

We would like to reserve two double rooms for four members of our family. Furthermore, although we are pretty sure about staying at your hotel, I would like to ask for your hotel's rates during the weekend. You see, we have experienced some hotels before which double their rates on Saturday and Sunday for customers. Therefore, we want to make sure there is no unpleasant surprise when we reach there.

Finally, if you can also suggest to us some particularly unique sightseeing or local activities that we can participate in that would make our day.

I look forward to receiving your reply soon.

Yours faithfully,

Tim O'Neil

Task Analysis:

Who will receive the letter: *hotel manager*

Relationship: *customer and manager*

Formality level: *formal letter*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- I am writing to inquire about/in connection with...

TO INTRODUCE FIRST REQUEST:

- Could you possibly send...
- I would be grateful if you could...
- Would it be possible for you to tell/send me...

TO INTRODUCE FURTHER REQUEST:

- Could you also please send me...
- Another matter I need information on is...
- I would also like some information on...

CLOSING REMARKS:

- I look forward to receiving...
- I would appreciate it if you could inform me as soon as possible.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Giving information

Your local travel agent recommended a place to visit and you are now having a good time there. Write a letter to your travel agent and tell them the following:

- what you have been doing
- what you hope to do before the end of your holiday
- say why you like this place

Model Answer:

Dear Steve Hansen,

Finally, I have time to write to you as promised and share my holiday experience.

Last week I went to Aqua World and saw the dolphins on display. They really are very clever. Everyday I've been swimming, and I am starting to get a great tan. Yesterday, I met some other hotel guests from my country, and we had lunch together.

I have made plans to go out on a trek this Saturday. I'm looking forward to it very much. After that I hope to take a river cruise which also includes a five-course dinner. If I have enough time I will finish with a coffee in that famous store you recommended to me in Rundle Mall.

I think you helped me pick an excellent spot for a vacation because it combines my interest in water sports with the chance to experience culinary delights. Thank you once again. I'll come in and see you when I return.

Best regards,
Sam Smith

Task Analysis:

Who will receive the letter: *travel agent*

Relationship: *customer and travel agent*

Formality level: *formal or semi-formal letter*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

Formal

- I am writing in reply to your letter asking for information about...
- I am writing to inform you about...
- In response to your query regarding...

Informal

- I found out that...
- With regard to the information you wanted about...
- You wanted me to tell you a few things about...

CLOSING REMARKS:

Formal

- I hope that I have been of some assistance to you.
- Please inform me if I can be of any further assistance.
- I hope I have answered some of your questions.
- Please do not hesitate to contact me if you require any further information.

Informal

- I hope this will help you.
- Let me know if you need any more help.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Making a complaint

You recently bought a new piece of equipment for your home but it did not work. You phoned the store but still no action has been taken.

Write a letter to the store manager. In your letter:

- describe what equipment you bought
- explain the problem with the new equipment
- say what would you like the manager to do

Model Answer:

Dear Sir or Madam,

The purpose of this letter is to express my dissatisfaction with a purchase from your store last week.

The item I purchased was a Sanyo Deluxe blender, and the model is SDB-2000. This is one of your top of the line blenders and it costs \$89. I bought a silver one, with black trim.

The problem with my new blender is that the blades do not spin properly. Immediately after I noticed this defect I called the shop requesting remedial action to be taken; however, I have not heard back from the person since then.

I would appreciate it if you would replace my faulty blender for a new one of the same brand and colour as the product has a one year warranty and I have kept the receipt of my purchase. Please contact me and let me know how you intend to resolve this matter.

Yours faithfully,

Sarah Smith

Task Analysis:

Who will receive the letter: *store manager*

Relationship: *customer and manager*

Formality level: *formal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- I am writing to complain about...
- I am writing to draw your attention to...
- I am writing to express my strong dissatisfaction with...
- I am afraid to say I have a number of complaints about...
- I was appalled at...

USEFUL PHRASES:

- We ought to discuss the matter...
- To make matters worse...
- I was very disappointed to find that...
- I would be grateful if you could...
- I should have been informed that...

CLOSING REMARKS:

- I would like to hear your explanation for the above problems.
- I would therefore be grateful if you could give me a full refund.
- I would like a full refund as soon as possible.
- I hope we can sort this matter out amicably.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Making an apology

One of your friends recently had a birthday celebration, but you missed it and you forgot to tell your friend that you couldn't attend.

Write a letter to your friend. In your letter:

- explain why you missed it
- explain why you didn't tell your friend
- and say what you would like to do to show that you are sorry

Model Answer:

Hi Joe,

I am so sorry that I didn't make it to your birthday party. I feel terrible that I wasn't there to sing Happy Birthday to you with the rest of the guys.

The reason why I missed it is because of my boss, who told my team to work overtime to finish our latest project. This meant that we had to work very late on the night of your birthday.

I would also like to apologize for not letting you know I had to work that night. It slipped my mind for a couple of reasons. The main one was that I was so busy and focused on meeting the deadline for the project. Also, I was so stressed out that I completely forgot to call you

I am really so sad that I missed the celebrations that I want to invite you to my house next weekend to have a mini birthday party. Mark will be visiting from Spain so there is another reason to come.

Please let me know if you can come, so I can plan a few surprises for you.

Best wishes,

John

Task Analysis:

Who will receive the letter: *friend*

Relationship: *friendship*

Formality level: *informal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- I hope you will understand when I say that...
- What can I say, except I'm sorry that...
- I'm sorry for...
- I owe you an apology...
- I'm so sorry if I upset you in any way...
- I can't describe how sorry I am and how guilty I feel...

CLOSING REMARKS:

- I hope you believe me when I say how sorry I am.
- I can't tell you how sorry I am.
- I beg you to forgive me for...
- There is no excuse for ... and I hope you'll forgive me.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Thanking someone

Recently you had a holiday overseas and you stayed with a family member who has just sent you a letter and some photos of your holiday.

Write a letter to your family member. In your letter:

- thank him/her for the photos and for the holiday
- explain why you didn't send a letter earlier
- invite your family member to come and stay with you

Model Answer:

Dear John,

I have returned to Thailand for one month and everything has gone back to normal. I hope things are going well for you too.

I am writing to let you know that I got back home safely and also to thank you for the photos you sent to me. They remind me of the good times we had. I really appreciate the time you devoted to take me around and your great hospitality for letting me stay at your house.

I apologize for not being able to write to you earlier as I have been frantically busy with work since the moment I came back to the office. To be honest, I have to bring work home every day, so that I can finish it before the deadline.

I remember you said that you will go for a holiday soon. I will be happy if you can come to Thailand as there are many things I would like to show you here. Of course, you are more than welcome to stay at our house during the vacation.

Thanks again for your photos and let me know if you decide to come here.

Best regards,

Tim

Task Analysis:

Who will receive the letter: *family member*

Relationship: *family*

Formality level: *informal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

THANKING SOMEONE:

Thank you very much.

Thank you kindly.

I can't thank you enough.

No words can express my gratitude.

I am extremely grateful for...

I very much appreciate your _____ing ...

APOLOGIZING:

I'm sorry about...

I am sorry that...

I'm very sorry about...

I'm very sorry for...

Please forgive me for...

I'd like to apologize for...

Please accept my apologies.

Please accept my sincere apologies. (very formal)

INVITING SOMEONE:

I would like to invite you ...

Please come to my...

If you have time I would love to visit me ...

Please join us next week...

<http://www.ieltsanswers.com/ielts-letters-language.html>

Rejecting an invitation

A friend, who lives in another country, has invited to you come and stay with him/her on your next holiday. You are too busy to accept the invitation. Write a letter to your friend. In your letter:

- thank him/her for the invitation
- explain why you cannot come
- give him/her your other news

Model Answer:

Dear Peter,

I have just received your invitation letter. I am very appreciative to you for inviting me to stay with you over the Easter holidays. It was also very kind of you to offer to pick me up from the airport. You are always such a wonderful host and it is with deep regret that I cannot come this year.

Unfortunately, I am unable to visit you this holiday because I promised my sister I will stay in town and help her renovate her house. She just bought the house last month and she wants me to paint the walls and replace the carpet. So, I can't go overseas this Easter like I usually do.

By the way, I also want to let you know that Steven got promoted to Sales Manager. My even bigger news is that Steven and I are going to get married in March. I hope you can come here and join us for this special occasion.

Please let me know if you can come at your earliest convenience.

Best wishes,

Sarah

Task Analysis:

Who will receive the letter: *friend*

Relationship: *friends*

Formality level: *informal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- Thanks for the invitation, but...
- Thanks for inviting me to ..., but I'm afraid I can't come.

CLOSING REMARKS:

Informal

- I hope we can get together some other time.
- I'm really sorry we'll have to miss it.

THANKING SOMEONE:

Thank you very much.

Thank you kindly.

I can't thank you enough.

No words can express my gratitude.

I am extremely grateful for...

I very much appreciate your _____ing ...

GIVING EXTRA INFORMATION:

I have some really great news to tell you...

You won't believe what I am going to tell you...

I have some fantastic news to tell you...

Giving an invitation

Write a letter to your friend in another town and invite him/ her to a party.

In your letter explain:

- why are you having this party
- why you want your friend to be there
- give directions how to get there

Model Answer

Hi Sally,

I am sending this quick letter to invite you to my house next weekend for a party.

The reason that I am having a party is to celebrate my promotion. I was asked to meet my boss last Friday and he told me that he had approved my application for the Senior Analyst position in my company. It will mean more hours but also great perks like an annual bonus and a company car.

I really want you to come to celebrate this with me because you were so much a part of my life when we were studying together at university. Without your guidance and support I am sure I would have failed and would never have had the chance to work for this company. I owe it to you.

My house is a little difficult to find and I know that you don't have much of a sense of direction! I think the best thing to do is to get the train to Victoria Station in London and from there you can continue to Brighton. Text me when you are near to Brighton and I will meet you at the station. From there we can walk to my house.

Please let me know that you can come.

Lots of love,

Anne

Task Analysis:

Who will receive the letter: *friend*

Relationship: *friends*

Formality level: *informal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

Formal

- I'm writing to invite you to...
- I'd love it if you could come to...
- We're organising a ... and would love it if you could come.

CLOSING REMARKS:

- I hope you'll be able to make it...
- Hope you can come.
- Looking forward to seeing you then.
- Please let me know as soon as possible.

Applying for a job

You wish to apply for a position with a company in your city. Write a letter to the manager of this company and include the following information:

- your educational background
- your work experience
- other information that makes you an ideal candidate for the position

Model Answer

Dear Sir or Madam,

I am writing to submit my application for the Middle Level Java Developer position as advertised on 5th July 2012.

I graduated with my Master of Computer Science at the end of May 2012 from Monash University. I achieved consistent results which reflect my hard work and determination to work. My major in Software Development is also a good fit for this position.

As for work experience, I have worked for more than 2 years at HighSoft where I participated in a range of Java projects to create web-based solutions for clients. HighSoft is a leading company in providing customized online solutions for clients coming from different industries such as transport and logistics. Therefore, I can guarantee that I have excellent technical skills that can contribute to your company.

Another reason why I believe I am a good candidate for the position that you advertised is that I am a very agile person who is willing to travel to the client and other branches of the company in order to achieve the best result.

I appreciate your time and consideration of my application.

Yours faithfully,

Tim Finn

Task Analysis:

Who will receive the letter: *manager of a company*

Relationship: *jobseeker and employer*

Formality level: *highly formal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- I am writing to apply for the post/job/position of/which I saw advertised in...
- I am writing with regard to your advertisement...
- I am writing in response to your advertisement...

REFERENCE TO EXPERIENCE:

- For the last/past year I have been working as a ... for...
- I have had experience of...
- Two years ago I was employed as...
- I worked as... before...

CLOSING REMARKS:

- I would appreciate a reply at your earliest convenience.
- Please contact me regarding any queries you may have.
- I enclose my CV and I would be glad to attend an interview at any time convenient to you.

Useful Links

[eBook for Task 1 General Letters](#)

[Complete writing eBook](#)

[Get you writing corrected](#)

[Join my website to receive updates](#)

[Task 1 General Letters on my website](#)

