

**1-8. Answer the 8 questions about the General Training Task 1:**

- (1) How long should you spend writing the letter? \_\_\_\_\_
- (2) How much of your final score is Task 1 worth? \_\_\_\_\_
- (3) What is the minimum number of words you MUST write? \_\_\_\_\_
- (4) Should you include an address in your letter? \_\_\_\_\_
- (5) Are all IELTS letters formal? \_\_\_\_\_
- (6) How many bullet points does the IELTS exam ask you to include in your letter? \_\_\_\_\_
- (7) How many pieces of information do the bullet points contain? \_\_\_\_\_
- (8) Do you have to include all of the bullet points? \_\_\_\_\_

**9-16. All IELTS letters are TRANSACTIONAL, which means that they have a definite purpose or function. Complete the names of the different functions of IELTS letters:**

- (9) A \_ \_ \_ \_ \_ , s \_ \_ \_ \_ \_ , or r \_ \_ \_ \_ \_ (give information)
- (10) R \_ \_ \_ \_ \_ or e \_ \_ \_ \_ \_ (ask for information or an action)
- (11) I \_ \_ \_ \_ \_ or a \_ \_ \_ \_ \_ (offer an action)
- (12) A \_ \_ \_ \_ \_ (say you are sorry)
- (13) T \_ \_ \_ \_ (show you are grateful)
- (14) E \_ \_ \_ \_ \_ a situation, or give n \_ \_ \_ \_
- (15) C \_ \_ \_ \_ \_ (show you are unhappy with a situation)
- (16) A \_ \_ \_ \_ for a job, or r \_ \_ \_ \_ from a job

**17-22. The prompt gives us lots of information directly (the background of the letter, who we are writing to, information to include in the body), but it also gives us information INDIRECTLY. Look at the prompts and decide:**

- a. if you should write a formal, semi-formal or informal (personal) letter
- b. what the purpose of the letter is
- c. how many pieces of information you have to include

(17)

*You have recently started to work in a new company.*

*Write a letter to an English-speaking friend. In your letter*

- *explain why you changed jobs*
- *describe your new job*
- *tell him/her something new that is happening in your personal life*

- a. Formal, Semi-formal or Informal letter \_\_\_\_\_
- b. Purpose of the letter \_\_\_\_\_
- c. How many pieces of information \_\_\_\_\_

(18)

***You are living in rented accommodation in an English-speaking country. You are not satisfied with the apartment.***

***Write a letter to the landlord. In the letter***

- ***introduce yourself***
- ***explain what is wrong with the apartment***
- ***say what action you would like the landlord to take***

a. Formal, Semi-formal or Informal letter \_\_\_\_\_

b. Purpose of the letter \_\_\_\_\_

c. How many pieces of information \_\_\_\_\_

(19)

***You have been working in your company for 5 years, but now you would like to leave to go travelling.***

***Write a letter to your manager. In the letter***

- ***explain when and why you want to leave the company***
- ***describe what you have enjoyed about working for the company***
- ***thank him/her for the help they have given you over the last 5 years***

a. Formal, Semi-formal or Informal letter \_\_\_\_\_

b. Purpose of the letter \_\_\_\_\_

c. How many pieces of information \_\_\_\_\_

(20)

***Your school canteen has got a lot of problems and many of the students are unhappy.***

***Write a letter to you headmaster. In the letter***

- ***describe some of the problems in the canteen***
- ***explain why the canteen is important for students***
- ***suggest some ways that the problems could be solved***

a. Formal, Semi-formal or Informal letter \_\_\_\_\_

b. Purpose of the letter \_\_\_\_\_

c. How many pieces of information \_\_\_\_\_

(21)

*You are going to England to study. You would like to have a job while you study, so you ask a friend who lives there for some help.*

*Write a letter to your friend. In your letter*

- *say where you will study and when you will arrive*
- *explain why you want to have a part-time job*
- *ask your friend to help you find a job*

a. Formal, Semi-formal or Informal letter \_\_\_\_\_

b. Purpose of the letter: \_\_\_\_\_

c. How many pieces of information \_\_\_\_\_

(22)

*You have just moved into a new home and going to have a housewarming party. You are worried that the noise might disturb your neighbour.*

*Write a letter to your neighbour. In your letter*

- *introduce yourself*
- *tell your neighbour when the party will happen*
- *invite your neighbour to come to the party*

a. Formal, Semi-formal or Informal letter \_\_\_\_\_

b. Purpose of the letter: \_\_\_\_\_

c. How many pieces of information \_\_\_\_\_

## ANSWERS & COMMENTS

1. **20 minutes**      *Remember that you have 60 minutes for Task 1 and Task 2. You have to control how much time you spend on each, but if you spend too much time on Task 1, you won't have enough time to finish Task 2 (which is worth more points)*
2. 1/3
3. 150 words
4. No
5. No      *IELTS letters can be either formal, semi-formal or informal (personal). It is very important that you can recognise the difference and know how to write each. Of course, we will learn how to do this during the course 😊*
6. 3 bullet points
7. between 3 and 6
8. **YES**      *You MUST include all of the information asked for in the bullets. Remember if you see plurals (give reasons), or the word **some** (describe **some** previous jobs), or the word **and** (when **and** where), you need to include 2 pieces of information*
9. **Advise, suggest, or recommend** (give information)
10. **Request or enquire** (ask for information or an action)
11. **Invite or arrange** (offer an action)
12. **Apologise** (say you are sorry)
13. **Thank** (show you are grateful)
14. **Explain** a situation, or give **news**
15. **Complain** (show you are unhappy with a situation)
16. **Apply** for a job, or **resign** from a job
- 17a. **Informal letter** (to a friend)
- 17b. **To give news**
- 17c. 3
- 18a. **Semi-formal** (you have met the landlord but don't have a personal relationship with him/her. This could also be formal)
- 18b. **Complain**
- 18c. 3
- 19a. **Semi-formal** (you are writing to your boss about a serious work situation. Even if you get on well with your manager, you should still write a semi-formal letter in this situation)
- 19b. **Resign** (this is the letter we write when we CHOOSE to leave a company)
- 19c. 4 (the first bullet points asks you to say when **and** why)
- 20a. **Semi-formal** (you are writing to your headmaster, who you know, but who is in a position of power)
- 20b. **Suggestion** (you might also say that this is a letter of complaint, but I think the main purpose is to offer some solutions to the problems)
- 20c. 5 (You need to describe at least 2 problems, and to suggest at least 2 solutions)
- 21a. **Informal** (here you want your friend to help you get a job, but your friend does not own a company!)
- 21b. **Request** (you want your friend to help you)
- 21c. 4 (the first bullet point says where **and** when)
- 22a. **Semi-formal** (you are writing to somebody that you have never met, but it is about a personal situation)
- 22b. **This is difficult. I think you could say it is either to Invite or to Explain- both are acceptable here.**
- 22c. 3