

IELTS General Writing Task Sample Paper 3

Q1. Your child is going on a three day school trip to another country. The head teacher wants to find parents to go with the group and you would like to go.

Write a letter to the head teacher. In your letter:

**Say why you would like to go on the trip
Suggest what you could do to help during the trip
Ask other questions about the trip**

Q2. Your friend had made a plan for you to see a movie together but you cannot now not join him. You've found another friend who can go instead of you.

Write a letter to your friend. In your letter:

**Explain why you cannot go anymore
Say who can go instead of you
Say why this person is a good person to go with**

Q3. A local college is having an international day. You want to speak about your country to students from different cultures.

Write a letter to the college head. In your letter:

**Tell him/her about the topics that you are going to talk about
Explain why would they be of interest to the students
Ask about any arrangements that you need to make to give the talk**

Q4. You recently read an article in a newspaper about your childhood friend with whom you have lost contact for a long time.

Write a letter to the editor. In your letter:

**Say which edition and when did the article appear
Explain why you lost contact with your friend
Say how you want them to help you to get back in touch**

Q5. You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.

Write a letter to the manager of the hotel. In your letter:

**Explain the problem
Suggest a solution**

Say why parking will benefit all employees