

IELTS General Writing Task Sample Paper 4

- 1. You recently received a letter from a friend asking for your advice on whether to go to college or to try to get a job. You think he/ she should get a job. Write a letter to this friend. In your letter:**
 - say why she will not enjoy going to college
 - explain why getting a job is a good idea
 - Suggest the type of job that would be suitable.
- 2. Your next door neighbour owns a small dog that barks throughout the day and the night. Write a letter to your neighbour requesting that something be done about the dog. Include in your letter:**
 - Your reason for writing
 - What you would like to happen
 - A nice, respectful style.
- 3. One of your friends wants to apply for a job at a summer school camp as a sports trainer. Write a letter to the camp manager to recommend your friend. In your letter:**
 - say how well you know your friend
 - describe the qualifications and experience that your friend has
 - explain why your friend would be suitable for this job.
- 4. You are planning to take a vacation. Write a letter to a friend. In your letter:**
 - describe the vacation spot you have chosen
 - explain how you plan to spend your time there
 - invite your friend to join you on your vacation.
- 5. You have a problem with a recently hired employee in your workplace. Write a letter to the HR manager. In your letter:**
 - Describe the problem the new employee has caused
 - Explain how other employees about the new employee's conduct
 - Say how you expect the HR manager to address the situation.
- 6. A restaurant has placed an advertisement for waiters and waitresses in your local newspaper. You should spend about 20 minutes on this task. Write a letter to the restaurant, applying for the job. In your letter:**
 - explain what you are currently doing
 - describe your suitability for this area of work
 - say when you can attend an interview.
- 7. You had some photos of your family taken by a professional photographer. Write a letter to the photographer. In your letter:**
 - Say that you liked their photos of your family

- **Ask them to be your photographer at a special family event**
 - **Give them the details of the event.**
- 8. You're visiting a town where you once worked. Write to a friend you worked with there. Include the following in your letter:**
- **Tell your friend about your life now**
 - **Give him/her details of your visit**
 - **Arrange how you can meet.**