

IELTS General Writing Task Sample Paper 5

- 1. You currently live in a rental apartment, and the noise from your neighbours disturbs you. Write a letter to your landlord. In your letter**
 - describe how this situation affects you;
 - explain what steps you have taken to address the problem;
 - ask the landlord to take action to resolve the issue.
- 2. You have moved to another city but your bank has your old address and continues to send all communication there. Write a letter to your bank branch. In the letter, mention:**
 - Where have you moved to?
 - What problem are you facing regarding the bank's communication?
 - What you want them to do regarding old communication already sent to the wrong address?
- 3. You are going to teach English to your friend's child. Write a letter to your past English teacher to ask if you can borrow some books from him/her. In your letter**
 - tell your teacher about the child;
 - say when and where you will teach the child;
 - explain what books you would like to borrow.
- 4. A museum near your house is looking for people to do part-time voluntary/unpaid work. You would like to do some voluntary/unpaid work at the museum. Write a letter to the museum director to apply for voluntary/unpaid work in your letter:**
 - Explain why you want to do voluntary/unpaid work at the museum
 - Describe some skills and qualities you have that would be useful
 - Give details of when you would be available for work
- 5. Your next-door neighbour likes to listen to music late at night. Because of the loud music, you often lose sleep. Write a letter to the building manager. In your letter**
 - describe the situation
 - explain the problems it is causing you
 - offer at least one solution
- 6. You are taking a course at a local college. The deadline for your project was last week but you haven't finished it. Write a letter to your lecturer. In your letter**
 - introduce yourself
 - explain why you haven't handed in the project yet
 - request more time to do it.
- 7. You are a member of a sports centre and you have noticed a problem which has not been fixed for some time. Write a letter to the manager of the gym. In your letter**
 - tell the manager about the problem
 - explain how this issue is affecting your experience at the gym
 - tell the manager what you would like to happen
- 8. You recently took a trip with a taxi company. The driver behaved in an unacceptable way and you had a lot of problems. You complained to the company but no one has replied to your complaint. Write a letter to the taxi company. In your letter**

- say why you are writing and how you feel
 - explain what happened
 - tell them what you would like them to do.
- 9. You have just moved into a new home and are planning to hold a party. You are worried that the noise may disturb your neighbour. Write a letter to your neighbour. You do NOT need to write any addresses. You should write at least 150 words. In your letter**
- introduce yourself
 - describe your plans for the party
 - invite your neighbour to come
- 10. You have recently missed a project deadline which resulted in your company losing an important client. Write a letter to your manager. In your letter**
- apologise for what happened
 - explain why you missed the deadline
 - tell him/her how you will avoid this situation in future.