

IELTS General Writing Task Sample Paper 7

- 1. You have an appointment with your manager the next day. Write him/her a letter about what you're going to discuss at the meeting. In your meeting, you should tell:**
 - What did you do for the company during the years you worked there
 - What changes you would like to recommend
 - What training you require
- 2. You recently bought an electronic gadget for home purposes. Your friend wants the same gadget and needs your advice. In this letter you should include:**
 - What is this gadget
 - What do you think about it
 - Give advice about other alternatives your friend can buy
- 3. Your company has sent you on a three-month course in another country. The course is coming to an end but you would like to prolong your stay. Write a letter to your manager, in your letter:**
 - Describe how the course has benefited you
 - Explain why you would like to delay your return
 - Suggest a date when you would like to come back
- 4. You live near a public school. The school asked local residents to help maintain the school building and playground. Write a letter to the principal. In your letter:**
 - Explain why you would like to help
 - Tell them how you can help
 - Let them know when you are available
- 5. A neighbour has damaged your car while parking his/her car in the lane in front of your house. Write a letter to your neighbour. In your letter:**
 - Explain why you're writing
 - Describe the damage to your car and express your feelings about it
 - Recommend what steps he/she should take to resolve the situation
- 6. You recently bought an electric gadget for your home. Your friend wants the same gadget and needs your advice. In this letter you should include:**
 - What the gadget is
 - What you think about it
 - Advice about other alternatives your friend could buy
- 7. You have been asked to do a presentation and you would need help with setting up the equipment. Write a letter to your colleague, in your letter:**
 - Let him/her know when and where the presentation will take place
 - Tell him/her what equipment you will need
 - Explain how him/her can help you
- 8. You have an upcoming meeting with your manager to discuss your performance in the past year. Write a letter to the manager. In your letter:**
 - Describe your achievements in the past year
 - Say what areas/skills you need to improve on
 - Suggest a plan to improve those skills/areas

9. You would like to invite your friend from abroad to a public event in your country.

Write a letter to your friend. In your letter:

- **Invite him/her to the event**
- **Explain why you think he/she would like the event**
- **Tell him/her about the other activities you can do**

10. You use the local swimming pool often, and during one of your visits, you encountered a problem. Write a letter to the manager. In your letter

- **describe what the problem was**
- **tell what the swimming pool staff have done about it**
- **suggest your own solution to the problem.**