

IELTS GT WRITING TASK 1

Letters

What is the task like?

1. You should write an informal/ a formal letter.
2. You are given an instruction and cues to include in the letter.
3. The letter must be at least 150 words.
4. Don't spend more than 20 mins on it.

What does the task look like?

WRITING TASK 1

You should spend about 20 minutes on this task.

You and some friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service.

Write a letter to the restaurant manager. In your letter

- *give details of your visit to the restaurant*
- *explain the reason for the celebration*
- *say what was good about the food and the service*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Task 1 Assessment Criteria

- Task Achievement
- Coherence and Cohesion
- Lexical Resource
- Grammatical Range and Accuracy

Task 1 Highlights

1. It is 33% of your whole writing score
2. You can do it before or after task 2.
3. Try to write more than 150 words but less than 200 words.
4. Pay attention to the recipient of the letter. It decides if your letter is informal or formal. The salutation also helps you.
 - Dear Sir/ Madam,
 - Dear,

Task 1 Highlights

5. Pay attention to the purpose of the letter. Is it to complain about sth? Is it to ask for information? Is it to thank someone?
6. Start the letter with the given salutation (you may need to complete it), and then, an opening line.
7. You must include all the cues in your letter clearly. (Task Achievement)
8. Sign off properly.

Letter Types

- **Informal:** You write a letter to a **friend**.

You have recently moved to a different house. Write a letter to an English speaking **friend**. In your letter:

- Explain why you have moved
- Describe the new apartment
- Invite him to pay a visit.

Letter Types

- **Formal:** You write a letter to a someone you know in a formal way, like your manager, professor, landlord or someone you do not know at all.

Your car insurance company has told you that they are going to increase the amount you have to pay in insurance for your car each month. You are not happy about this.

Write a letter to your insurance company. In your letter explain

- Why you are writing to them
- Why you think the insurance should not be increased
- What you want them to do

Language (Grammar & Vocabulary)

- **Formal:** Use formal grammar and vocabulary. Don't use contractions!
- **Informal:** Use informal grammar and vocabulary. Use contractions!

Salutation and sign-off

- Informal Letters

Dear Jack,

Best wishes,

Leila

Salutation and sign-off

- Formal Letters (to someone you know)

Dear Mr. Jackson,

Yours sincerely,

Leila Fardin

Salutation and sign-off

- Formal Letters (to someone you do not know)

Dear Sir/ Madam,

Yours faithfully,

Leila Fardin

Task 1 Stages

1. Read the question carefully and look at the salutation.
2. Decide if it is a formal/ an informal letter.
3. Read the cues carefully again and decide on the I (idea). You will think about explanation while writing.
4. Write the letter.
5. Proofread your letter.

Letter Structure

1. Salutation
2. Opening sentence/ Reason for writing the letter
3. Cue 1 + explanation
4. Cue 2 + explanation
5. Cue 3 + explanation
6. Closing sentence
7. Sign-off
8. Your name

Common Letter Types

1. Complaint
2. Apology
3. Request
4. Invitation
5. Thank you
6. News
7. Explanation