



Read and write an informal letter for IELTS General Training Writing Task 1

This worksheet will help you:

- identify informal language features in a letter
- write an informal letter

Exercise 1

Read the IELTS General Training Writing Task 1 below and complete the following sentence by crossing out the incorrect words:

- The letter has to be informal because it's to someone you know socially / professionally and about something positive / negative.

WRITING TASK 1

You should spend about 20 minutes on this task.

A friend you made while you were studying abroad has written to ask you for help in finding a job in your country. You have heard about a job in a local company that might be suitable for him/her.

Write a letter to this friend. In your letter

- *tell your friend about the job and what sort of work it involves*
- *say why you think the job would be suitable for him/her*
- *explain how to apply for the job*

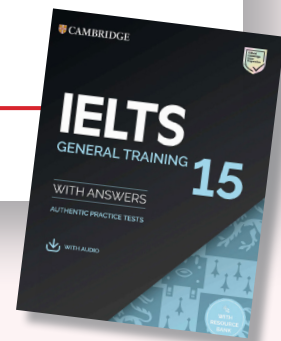
Write at least 150 words.

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

Begin your letter as follows:

Dear,

Writing exercise from page 93 of
IELTS 13 General Training.





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Exercise 2

Read the sample answer below and tick (✓) or cross (✗) each of the following statements.

- The writer tells their friend about the job and the sort of work it involves
- The writer explains why they think the job would be suitable for him/her
- The writer explains how to apply for the job

Dear John,

Thank you for your letter and great to hear you're looking for a job in New Zealand.

Your letter was great timing as I've just seen a job I think you'll be interested in. It's with a local company on their IT helpdesk and involves dealing with customers who need some help with their accounting software, mostly on the phone by the look of it but probably also by email.

The job would be a great way to get your foot in the door over here as you've got the background they're looking for and you'd be welcome to stay with me while you look for your own place. You'd also be part of a team so it would be a great way to meet people.

If you're interested, I think you should give the company a call to ask them any questions you have and check they're happy to accept applications from overseas. I've included the ad in the envelope.

Let me know what you decide to do and hope to see you here soon.

All the best,

Pete

Word count: 176



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Exercise 3

Without looking back at the letter, underline the more informal option in each of the following examples.

- a. I have just seen a job that I think you will be interested in / I've just seen a job I think you'll be interested in.
- b. ...deal with / respond to (e.g. ...dealing with / responding to customers who need some help)
- c. ...by the look of it / judging by the information that we have now (e.g. The job will be mostly on the phone by the look of it / judging by the information we have now)
- d. ...a dwelling / a place (e.g. You'd be welcome to stay with me while you look for your own dwelling/place...)
- e. I think you should give the company a call... / May I suggest giving the company a call...
- f. Hope to see you here soon / I hope to see you here soon.
- g. Kind regards / All the best

Now look back at the letter to check your answers.

Exercise 4

Read the IELTS General Training Writing Task 1 below from IELTS 15 General Training and complete the following sentence by crossing out the incorrect words:

- The letter has to be informal because it's to someone you know socially / professionally and about something positive / negative.



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Exercise 4 continued

WRITING TASK 1

You should spend about 20 minutes on this task.

A friend of yours is thinking of going on a camping holiday for the first time this summer. He/She has asked for your advice.

Write a letter to your friend. In your letter

- *explain why you think your friend would enjoy a camping holiday*
- *describe some possible disadvantages*
- *say whether you would like to go camping with your friend this summer*

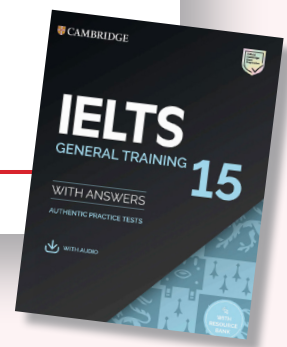
Write at least 150 words.

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

Begin your letter as follows:

Dear,

Writing exercise from page 29 of
IELTS 15 General Training



Exercise 5

Underline the best option in each of the following examples to use in your letter.

- It is great to hear that... / Great to hear that...
- I think you'd really enjoy... / I think you would really enjoy...
- ...chill out / relax completely (e.g. ...so you can chill out / relax completely)
- ...kids / children (e.g. ...your kids/children can enjoy exploring)
- It would be advisable to / I would just... (e.g. It would be advisable to / I would just avoid going during school holidays...)
- Looking forward to / I look forward to... (Looking forward to / I look forward to seeing you.)
- Best wishes / Yours sincerely



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ANSWERS

Exercise 1:

The letter has to be informal because it's to someone you know socially (a friend) about something positive.

Exercise 2:

- The writer tells their friend about the job and the sort of work it involves ✓
- The writer explains why they think the job would be suitable for him/her ✓
- The writer explains how to apply for the job ✓

Exercise 3:

- a. I have just seen a job that I think you will be interested in / I've just seen a job I think you'll be interested in. I've and you'll are more informal than the uncontracted forms 'I have' and 'you will'.
- b. ...deal with / respond to (e.g. ...dealing with / responding to customers who need some help. The phrasal verb 'deal with' is more informal than the verb 'respond'.
- c. ...by the look of it / judging by the information that we have now (e.g. The job will be mostly on the phone by the look of it / judging by the information we have now). The idiom 'by the look of it' is a more informal way of saying 'judging by the information that we have now'.
- d. ...a dwelling / a place (e.g. You'd be welcome to stay with me while you look for your own dwelling/place...). The noun 'place' is more informal than the noun 'dwelling'.
- e. I think you should give the company a call... / May I suggest giving the company a call... The use of 'should' to make a suggestion is more informal than 'May I suggest...'.
f. Hope to see you here soon / I hope to see you here soon. 'Hope to see you...' is an example of ellipsis and is more informal than including 'I' and writing 'I hope to see you...'. Ellipsis is writing sentences that can be understood but with words missing.
- g. Kind regards / All the best. 'All the best' is a more informal closing than 'Kind regards'.

Exercise 4:

The letter has to be informal because it's to someone you know socially (a friend) about something positive.



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ANSWERS

Exercise 5:

- It is great to hear that... / Great to hear that... 'Great to hear that...' is an example of ellipsis and is more informal than including 'It is' and writing 'It is great to hear that...'. Ellipsis is writing sentences that can be understood but with words missing.
- I think you'd really enjoy... / I think you would really enjoy... You'd is more informal than the uncontracted form 'you would'.
- ...chill out / relax completely (e.g. ...so you can chill out / relax completely). The phrasal verb 'chill out' is more informal than the verb and adverb 'relax completely'.
- ...kids / children (e.g. ...your kids/children can enjoy exploring). The noun 'kids' is more informal than the noun 'children'.
- It would be advisable to / I would just... (e.g. It would be advisable to / I would just avoid going during school holidays...). The use of 'would just' or 'If I were you, I'd...' to make a suggestion is more informal than 'It would be advisable to...'.
- Looking forward to / I look forward to... (Looking forward to / I look forward to seeing you. 'Looking forward to' is an example of ellipsis and is more informal than including 'I'm' and writing 'I'm looking forward to...' or including 'I' and writing 'I look forward to...'. Ellipsis is writing sentences that can be understood but with words missing.
- Best wishes / Yours sincerely. 'Best wishes' is a more informal closing than 'Yours sincerely'.

Exercise 6:

Compare your answer to the sample answer below.

- Did you include the same kind of information?
- Did you organise the information in the same way?
- Are there any informal language features in the letter that you could have used in your letter?



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ANSWERS

Exercise 6: continued

Dear John,

Great to hear that you're coming over to New Zealand with your family and that you're planning a camping trip while you're here.

New Zealand has some great places to camp. I think you'd really enjoy heading to one of the Department of Conservation beach sites so you can chill out and your kids can enjoy exploring. There are a lot that have safe swimming beaches so you won't need to worry about the kids.

I would just avoid going during school holidays as the sites can get pretty busy and traffic out of the city will add a few hours to your journey. I'd also plan for any weather as even in summer you might get a few unexpected wet and windy days.

If you let me know when you're thinking of going, I'd love to air the tent and join you. I haven't been camping for years and a few days in the fresh air would do me the world of good.

Let me know if you want me to book anything.

Looking forward to seeing you.

Best wishes,

Pete

Word count: 179