



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*

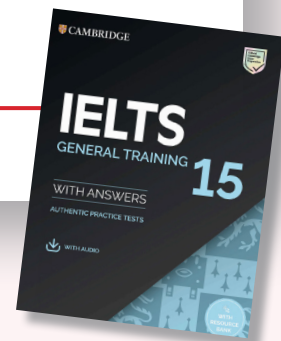
Write at least 150 words.

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

Begin your letter as follows:

Dear,

Writing exercise from page 93 of
IELTS 13 General Training.





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

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