

 **General**

Rotorua



**Student Sheets
for IELTS General Writing**

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From Auckland, New Zealand

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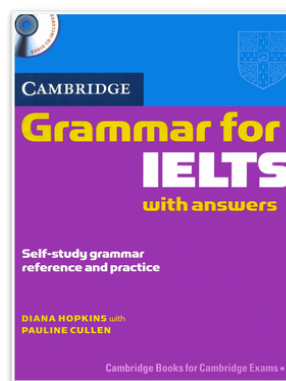
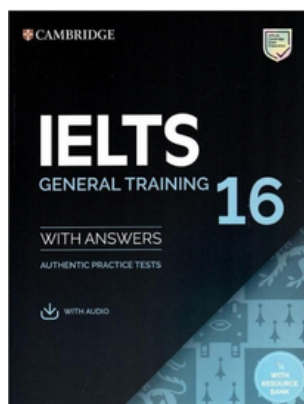
Provisional Schedule for IELTS General Writing

Lesson 1	Introduction to IELTS Writing
Lesson 2	Informal Letters
Lesson 3	Semi-formal Letters
Lesson 4	Formal Letters

*Changes may be necessary.

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IELTS Writing Informal Letters

WRITING

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 ,

TEST 4, WRITING TASK 1

SAMPLE ANSWER

This is an answer written by a candidate who achieved a **Band 5.0** score. Here is the examiner's comment:

The letter does address the task, but the opening is not entirely appropriate e.g. [*Dear friend*] and nor is his introduction of himself to his friend [*Hello, my name is Vernon*]. The use of [*my friend*] as a form of address throughout the answer is also inappropriate. The bullet points are covered, but there is not much information on the last one as the writer only says [*you write him*], rather than explaining how to apply for the job. There is some organisation in the letter as each bullet point is covered in a separate paragraph, but there is little use of cohesive devices and the response is a little repetitive because of a lack of reference or substitution e.g. [*this job* | *fix computer*]. Vocabulary is fairly basic and spelling errors are noticeable [*Enginer* | *employes*]. The range of grammatical structures is limited, with frequent errors and although some complex forms are attempted, they too contain errors. Non-sentences also appear i.e. there is no verb [*Computer.* | *To fix computer.* | *9 to 5clock.*].

Dear friend

Hello my name is Vernon. How about this job for you my friend. This job in my local company that might be suitable for you. Computer Enginer. To fix computer. My friend fix computer in my local company. Daytime go to work fix computer not working which is broken. You like computer and at work fix broken computer and all employes learn fix broken computer. If computer broken you fix and help employes learn fix broken computer. How about it.

I know my friend you Study computer and gradate computer May 2013. I know my friend you love computer. The work hours is so good for you my friend. 9 to 5clock. When I hear about this job, it so suitable for you. You is Computer Enginer.

My friend I suggest you to apply for the job. My boss he is kind man. Tomorrow you write him and I tell my boss you is a good man. I tell him you is Computer Enginer.

Regards

Vernon

IELTS Writing Semi-formal Letters

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

You would like to reduce your working hours in order to study part time.

Write a letter to your boss. In your letter

- *explain why you want to reduce your working hours*
- *say which hours you would like to work*
- *describe how your part-time studies would benefit your employer*

Write at least 150 words.

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

Begin your letter as follows:

Dear,

Sample Writing answers



Additional sample Writing answers
in Resource Bank

TEST 1, WRITING TASK 1

This is an answer written by a candidate who achieved a **Band 6.0** score.

Dear Mr. Brent,

I hope this letter finds you well.

I am writing this letter to request my working hours in Lancom Technology to be reduced to 30 hours from 40 hours in a weekly basic.

I am requesting hours change due to study part-time. I have enrolled myself in Diploma of Logistics and Freight Forwarding. The part-time course is to be completed in 2 years time.

I would like to work from Monday to Friday from 7am to 1pm, so I could attend my classes on the afternoon session.

I hope this arrangement would allow me to gain more skills and knowledges, which I am confidently to contribute to our logistic department. Besides, the society exposure from lecturers and fellow schoolmates could contribute to our logistic network.

I am appreciate if you could look into this request and approve it. I am delighted to have face-to-face meeting with you to discuss any alternative.

Please do not hesitate to contact if you have any question. I am looking forward to hearing from you.

Thank you.

Yours sincerely.

IELTS Writing Formal Letters

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

The system used for rubbish/garbage collection in your local area is not working properly. This is causing problems for you and your neighbours.

Write a letter to the local council. In your letter

- ***describe how the rubbish collection system is not working properly***
- ***explain how this is affecting you and your neighbours***
- ***suggest what should be done about the problem***

Write at least 150 words.

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

Begin your letter as follows:

Dear Sir or Madam,

TEST 3, WRITING TASK 1

SAMPLE ANSWER

This is an answer written by a candidate who achieved a **Band 5.5** score. Here is the examiner's comment:

This script directly addresses the requirements of the task: the purpose is clear and all the bullet points are covered adequately, in spite of some irrelevant details. The opening to, and the closure of, the letter are not appropriate however, particularly as the instructions for this task say 'Begin your letter as follows: Dear Sir or Madam,'. Information is presented in an organised way, helped by the use of paragraphs and appropriate, if basic, cohesive devices [Today | Now | Also]. The range of vocabulary is just sufficient for the task, but there are noticeable spelling errors [was firghtened | deseesees] and errors in word formation [childs]. There is a mixture of simple and complex sentence structures. Errors occur in some time/tense relationships [we see/saw | come/came home from school], but other examples of similar structures are produced correctly [We walked out the door | My neighbour came out and he saw].

Dear local authorities,

I am writing because there is a problem with the rubbish collection in my local area. The rubbish has not been emptied from the bins for three weeks and there are rats and flies all over the area.

Today I was going to take my childs school. We walked out the door and arrgh we see a BIG horrid rat. My childs screamed. I was firghtened and I screamed. My neighbour came out from his house and he saw a big rat too. Oh no this is so bad. Today my childs come home from school but did not want to. If he can stay at school he wants to stay there to not see the rats.

Now there are so many flies. When I went to the bins I saw so many flies. They are dirty with deseesees. Also My neighbour came out and he saw the flies too.

I think you need to empty the rubbish to stop the rats and flies. If not we will get deseesees and be frightened to go out from our house. Please can you come this week and put the rubbish from my bin in to your rubbish collection truck.


Sincerely


Tenses

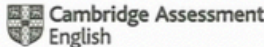
<u>Tenses</u>	<u>Active Voice</u>	<u>Passive Voice</u>
Past Simple	S + V2 + O	S + was/were + V3 + O
Past Continuous	S + was/were + V~ing + O	S + was/were + being + V3 + O
Past Perfect	S + had + V3 + O	S + had + been + V3 + O
Past Perfect Continuous	S + had been + V~ing + O	S + had been + being + V3 + O*
Present Simple	S + V1 + O	S + is/am/are + V3 + O
Present Continuous	S + is/am/are + V~ing + O	S + is/am/are + being + V3 + O
Present Perfect	S + has/have + V3 + O	S + has/have + been + V3 + O
Present Perfect Continuous	S + has/have been + V~ing + O	S + has/have been + being + V3 + O*
Future Simple		
• for spontaneous decisions	S + will + V1 + O	S + will be + V3 + O
• for plans and intentions	S + is/am/are + going to + V1 + O	~
Future Continuous	S + will be + V~ing + O	S + will be + being + V3 + O*
Future Perfect	S + will have + V3 + O	S + will have been + V3 + O
Future Perfect Continuous	S + will have been + V~ing + O	S + will have been + being + V3 + O*

**These are not commonly used*

Sample answer sheets







IELTS Writing Answer Sheet - TASK 1

Candidate Name

Candidate No.

Test Module ☐ Academic ☐ General Training

Centre No.


Test Date Day Month Year

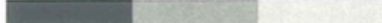
If you need more space to write your answer, use an additional sheet and write in the space provided to indicate how many sheets you are using: Sheet of

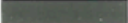
Writing Task 1 Writing Task 1 Writing Task 1 Writing Task 1


Do not write below this line

Do not write in this area. Please continue your answer on the other side of this sheet.











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With great appreciation,

Ryan. Jaem

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**Authored by Kru. Jaem
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Native English Speaker from New Zealand**

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