

IELTS WRITING

TASK 1 **LETTER**

1 PLAN

5 mins



2 WRITE

10 mins



3 CHECK

5 mins



1 PLAN

Question Types

Question Analyze

Idea Generate

Structure Planning

Question Types

1 Formal Letter (Anyone not a Friend or a Family Member)

2 Informal Letter (Friend or a Family Member)

- Letter of complaint
- Application or resignation letter
- Inviting a friend or colleague to join you at an event or social occasion
- Making a request
- Making formal arrangements
- Explaining something to a friend or colleague
- Making an apology

On a recent holiday you lost a valuable item. Fortunately you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company. In your letter

- describe the item you lost
- explain how you lost it
- tell the insurance company what you would like them to do

You have recently started work in a new company.

Write a letter to an English-speaking friend. In your letter

- explain why you changed jobs
- describe your new job
- tell him/her your other news

Letter question Format

The format of every General Training IELTS question is the same. They will always tell you why you are writing the letter (the context), tell you who to write to (in this case, a friend) and give you three bullet points that you have to cover.

This is great for us because we can use a standard structure when planning and writing our lessons.

Informal Letter FORMAT

- Dear [First name only of friend]
- Paragraph 1- Say why you are writing to them (I'm just writing to let you know that....)
- Paragraph 2- Bullet point 1 and supporting details
- Paragraph 3- Bullet point 2 and supporting details
- Paragraph 4- Bullet point 3 and supporting details
- Looking forward to hearing from you soon.
- All the best
- [Your first name only]

Informal Language

- Avoid using abbreviations like 'luv' or 'bcuz'. Also, don't use acronyms like 'LOL' or 'OMG' and never use emoticons 😊
- It is a good idea to use contractions like 'I've', 'I'd' and 'I'm'. This is one of the ways that you can show the examiner that you know how to write an informal letter.

Informal Language

- **Stating Purpose**

- I'm just writing to let you know that....
- I'm writing to tell you about....

- **Apologising**

- I'm very sorry about.....
- I'd like to apologise for....

- **Asking for help**

- I'd be really grateful if you could.....
- I was wondering if you would give me a hand with.....
- I was wondering if you would do me a favour.

Informal Language

- **Expressing Satisfaction**
- I was over the moon to hear about....
- I was thrilled to find out that/about.....
- **Giving bad news**
- I'm afraid I've a bit of bad news for you.
- **Ending**
- All the best.
- Keep in touch.

Informal Letter Writing Checklist

1. Have I read and thought about the instructions carefully?
2. Am I sure that this is an informal letter?
3. Have I done a plan?
4. Have I covered both the reason for writing and the 3 bullet points?
5. Have I supported each bullet point with relevant details?
6. Have I used informal language?
7. Have I used paragraphing correctly?
8. Are my ideas easy to understand?
9. Have I avoided copying the word in the question and varied my vocabulary?
10. Have I checked my letter for grammar and spelling mistakes?

Band 9 Sample Informal Letter

You have recently started work in a new company.

Write a letter to an English-speaking friend. In your letter

- explain why you changed jobs
- describe your new job
- tell him/her your other news

Dear Tom

I'm just writing to let you know I quit my old job and found something new.

I was really fed up with being a brain surgeon because it wasn't really much of a challenge anymore. You know me; if I'm not learning new tricks, I get bored too easily and have to find something new.

I'm now teaching English as a foreign language in Vietnam and it suits me down to the ground. I teach two adult classes and a kindergarten class, which is not only challenging but also rewarding too. Can you believe it?

I also have some other amazing news- I'm getting married. She was one of my first ever students and I guess it was love at first sight for both of us. Make sure you keep the first weekend in July free, so you can come and celebrate with us.

Keep in touch

Chris

Formal Letter FORMAT

- Dear Sir/Madam
- Paragraph 1- Say why you are writing to them. (*I am writing with regard to...*)
- Paragraph 2- Bullet point 1 and supporting details
- Paragraph 3- Bullet point 2 and supporting details
- Paragraph 4- Bullet point 3 and supporting details
- I look forward to hearing from you.
- Yours faithfully
- [Your Full Name]

FORMAL Language

Below is a selection of useful language for you to use in a formal letter.

- **Beginning**
- I am writing this letter with regard to...
- I am writing to bring to your attention...
- I am writing to inform you that...
- I am writing to express my dissatisfaction with.....

FORMAL Language

Below is a selection of useful language for you to use in a formal letter.

- **Requests and Suggestions**

- I would be grateful if you would...
- I would like you to...
- I am entitled to request that you....
- I was wondering if it would be at all possible to....
- I would like to suggest that....

FORMAL Language

Below is a selection of useful language for you to use in a formal letter.

- **Ending**
- I look forward to hearing from you.
- I look forward to receiving your response.
- I await your prompt service.
- I thank you for your consideration.
- Please respond at the earliest convenience.

Formal Letter Writing Checklist

1. Have I read and thought about the instructions carefully?
2. Am I sure that this is an formal letter?
3. Have I done a plan?
4. Have I covered both the reason for writing and the 3 bullet points?
5. Have I supported each bullet point with relevant details?
6. Have I used formal language?
7. Have I used paragraphing correctly?
8. Are my ideas easy to understand?
9. Have I avoided copying the word in the question and varied my vocabulary?
10. Have I checked my letter for grammar and spelling mistakes?

Band 9 Sample Formal Letter

On a recent holiday you lost a valuable item. Fortunately, you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company. In your letter

- describe the item you lost
- explain how you lost it
- tell the insurance company what you would like them to do

Dear Sir/Madam

I am writing to inform you that I recently lost my digital camera while on holiday in Vietnam.

The camera is a black Canon 70d and cost \$1550 when I bought it new last month. It has a resolution of 20 megapixels, a Canon 67 millimeter lens and was in a brown leather case with my name on it.

I lost it when I was having coffee with my husband in the backpacker area of Ho Chi Minh City. I believe the coffee shop was called Highlands Coffee and it was on Pham Ngu Lao Street. We had been at the coffee shop for around 45 minutes when I noticed it was missing.

I am entitled to make a claim for the value of the above mentioned item and request that you send me details on what I need to do in order to proceed.

I look forward to hearing from you at your earliest convenience.

Yours faithfully

John Smith

Examiner's Report

This candidate has fully answered the question by covering both the purpose of the letter and the three bullet points in the question. The candidate has also used the appropriate formal tone. All ideas are supported with relevant details.

The ideas are clear and well organised. Paragraphing has been used well.

Vocabulary is both accurate and appropriate. Words such as digital, resolution, backpacker and claim show a high level of vocabulary.

The candidate has used a range of tenses (present simple, present perfect, present continuous, past continuous and past simple) and all sentences are error-free.

Band 9.