

<b>Exam &amp; State:</b>	[IELTS Exam worldwide]
<b>Subject:</b>	[General Training Writing Task 1]
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### **Summary**

This document contains a possible answer to an original IELTS Writing Task 1 for General Training. Some advice about how to prepare and tackle the Task 1 in the Writing test is provided before the Sample question. Note: The sample example is one for an informal letter (see Notes about the Exam in General section).

### **In general this document may be useful for,**

This paper can be used as an example as how to write an essay for the Task 1. It should provide a general guideline about a good answer in terms of structure, ideas and language (informal) used. The candidate has to keep in mind that this is only one example approaches out of many possibilities.

### **Notes about the Exam in General**

The essay in Task 1 must be of at least 150 words written in about 20 minutes. Note that the examinee has 60 minutes for the whole Writing Test (Task 1 and Task 2). It is advised to spend 20 minutes on the Task 1. Task 1 is worth half the amount of marks allocated to Task 2 for the candidate's total score in the Writing test. The students taking the IELTS test are responsible of managing their own time.

The Task 1 will have a background story and points the candidate is expected to use in writing the answer.

The key to successful essay writing is 'lots of practice, lots of guidance and lots of patience'.

There are two types of questions for Writing Task 1:

1) Informal letter:

It is one that someone would usually write to a friend, family member or even a neighbour for reasons such as thanking them for the holiday visit/stay over, inviting a friend/neighbour for a party,.... An informal letter is similar to writing an email to a person close to you. The language used need to be informal. However, abbreviations used in SMS are not acceptable; do not use "lol", smileys or any other short-forms you would usually use). Remember that it is a test.

*E.g: Dear [friend's name], ...*

*Best wishes, / Lots of love, / Hope to see you soon,*

*Use only your first name as signature*

2) Formal letter:

It is one that a person would write for official matters such as applying for work, complaint to a manager, request for financial aid from an organisation, ....

The language used MUST be formal.

*E.g: Dear Sir/Madam, ...*

*Yours truly, / Yours faithfully, / Yours faithfully,*

*End your letter by signing your FULL NAME*

## CONTENTS

Crucial Information to Maximise Performance .....	3
IELTS Writing task 1 [GENERAL TRAINING].....	3
Sample Question – Informal Letter To and From Friends in Relation to a Trip.....	3
Sample Answer – Informal Letter To and From Friends in Relation to a Trip .....	4