

BEN WORTHINGTON

10 SAMPLE GENERAL

Task 1 Letters

IELTS PODCAST



The school library is seeking applicants for a job over summer break. Write a letter to the library's manager, in your letter include:

- **A brief introduction of yourself**
- **Your experience and relevant skills**
- **Why you want the job**

Dear Sir or Madame,

My name is Jonathan Riley and I am a 3rd year student. I am studying Biology and plan on going to graduate school after I graduate. I am writing to express my interest in the open job position at the school library. I saw the advertisement posted on the job board in the career center.

While I was in high school, I worked as a volunteer at my local library. I helped the other librarians with checking out books, returning books to the shelves, and answering the telephones. I spent a year as a volunteer there.

I noticed that the position is part time, which would be great because I still need some time to study. I have some relevant experience and I'm a person dedicated to doing a good job. I am available at your convenience and can be reached by phone or by email.

Sincerely,

Jonathan Riley



Mirza [redacted]@gmail.com>

BAND 7!!

(12 days ago) ☆



to Ben ▾

Dear Ben,

Your email and instruction helped me greatly.

i appeared for IE:LT exam on 29th July'17 and got my result on 11th Aug'17.

i secured in Speaking 7, Writing 7, Listening 8, Reading 9.

i am from Karachi, Pakistan.

to conclude, accordingly to me practice is the key to success. ones determination and confidence also plays a vital role in achieving the desired bands. It was my first attempt and i got what i want.

Regards

Mirza [redacted]



FIRST ATTEMPT!!

Write a letter to your favorite restaurant. Include the following:

- **Your reason for writing**
- **What you like about the restaurant**
- **Suggestions for improvement**

Dear Mr. Robertson,

I recently ate at your restaurant, 'Famously Grilled,' and I would just like to write to express my gratitude for operating such a great establishment. I have eaten at your restaurant many times and every meal I have had there has been truly delicious. I have tried many of your entrees, but my absolute favorite is the chicken parmigiana, please don't ever change the recipe, it is incredible.

I love the decorations that you have inside your restaurant and I think the service is excellent. You do a great job of choosing people to run your restaurant.

I have one request- I am planning on throwing a surprise birthday for my wife and I'm wondering if it is possible to hold the party at your restaurant. Please let me know either by email or phone as to whether or not we can make this happen.

Sincerely,

Samuel Potts

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You agreed to take a particular job over the summer, but due to unforeseen circumstances, you can no longer take the position. Write a letter including:

- **Explaining your situation**
- **An apology**
- **Express that you would be interested in the position next summer**

Dear Mrs. Johnston,

I hope this letter finds you well. I am writing in regard to the lab technician position that I interviewed for last week. I know that I accepted the position after it was offered to me; however, unfortunately, I will not be able to fulfill this agreement. Due to unforeseen circumstances, I will no longer have the time available that I would need in order to satisfy the required hours for the position. I sincerely apologize for no longer being able to take on this position, not only for inconveniencing you, but also because I really wanted to gain valuable experience working in the laboratory.

If you can accept my apology and if there is still an available position sometime in the near future, I would very much like to take on a position in the laboratory, even if unpaid.

Thank you and take care,

Serena Chung

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Your friends recently moved to a new city. You will also be moving to the same city. Write a letter to your friends and include:

- **Ask where to find a place to live**
- **Tell them what type of place you're looking for**
- **Share some fun things you would like to do when you get there**

Hi friends!

As you all know by now, I'll soon be moving to Los Angeles with the rest of you. The problem is, I'm not sure yet where I should live or what to do after I get there. I would like to find a place that is relatively inexpensive, but also in a safe area. It would be great if it is just a one bedroom that is also close to a laundry facility. I don't mind if it is a bit far from the university, but I would prefer it to be within walking distance to good restaurants and the beach, if possible. Can anyone help?

Have any of you learned how to surf yet? I've been watching tutorial videos and I think it would be really fun to try and learn. Please let me know if any of you can help me with my request, thank you.

Sincerely,

Beth

David [REDACTED]

to Ben ▾

Please find attached the picture you asked me with my results!

Overall:8
Listening:8
Reading: 8.5
Writing:7
Speaking:8

David is proud of his
BAND 7!!!

All the best,

David



You recently applied for 2 separate jobs. Both have chosen to hire you, but you must write a letter to 1 of them explaining why you are unable to take the position. Include in your letter:

- **An apology**
- **An explanation of your situation**

Dear Mrs. LaFayette,

I recently received a job offer for the position of administrative assistant. However, I have also received a job offer for another position that is much closer to my home. While your offer would be a great fit for me, the commute when compared to my other offer is less than ideal. After considering my options, I must inform you that I will not be able to accept the position. I hope that this doesn't inconvenience you and I apologize if I have wasted any of your time. I sincerely appreciate the opportunity to work for you, but I must also consider what is best for me in this case.

If the other position doesn't work out so well, and the position you've offered is still available, maybe we can then make it work. Thank you again for the opportunity, I really appreciate it.

Sincerely,

Elizabeth Walters

Write a letter to the newspaper editor about an experience you had at a restaurant. The experience can be good or bad. Describe your experience in detail and state whether or not you recommend others to visit the restaurant.

To the Editor,

I recently had a dining experience at a local restaurant called "The Twisted Fiddle," that I must write in to tell you about. This was the worst dining experience I have ever had. Upon entering, it took 10 minutes before a host noticed me and took me to a table. After seating, I had to wait another 10 minutes for my drink order to be taking. The waitress was very rude. I looked through the menu and decided on something I didn't think would be bad. Unfortunately, after waiting another 20 minutes for my food, it turned out to be poorly cooked and seasoned. I asked to see the manager and the waitress once more gave me an attitude. I spoke with the manager but was not pleased with the conversation. Please print this letter so that others can avoid such a poor dining experience.

Thank you,

David Smith

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Your next door neighbour owns a small dog that barks throughout the day and the night. Write a letter to your neighbour requesting that something be done about the dog. Include in your letter:

- **Your reason for writing**
- **What you would like to happen**
- **A nice, respectful style**

Dear Sir and Madame,

I am a nearby resident currently attending university. I am pursuing a degree in mathematics, and my course material is very difficult to understand. I have to spend many hours studying for exams and working through practice problems. Unfortunately, due to the ongoing barking from the dog in your house, it is very difficult for me to concentrate. I am writing to ask if there is anything you can do to help reduce the barking, especially during the later hours. It is difficult for me to sleep because of the barking. I hope that this letter does not offend you, as I am only trying to gain myself some comfort at home to aid me in my studies. If you would like to further discuss this, please contact me at your convenience. I hope we can resolve this smoothly. Thank you and take care.

Sincerely,

Jimmy Lisbon

You live near a record shop that sells music, movies, and books. Write a letter to the shop asking if they have a few different items that you are looking for. Ask what the prices are and if they can be orders. Ask when they would arrive and if you can have them held in advance.

Dear Sir or Madame,

My name is Jennifer and I am a student living near your store. I prefer supporting local businesses, which is why I am writing you this letter. There are some rare music albums and movies that I am interested in purchasing and I am wondering if I can ask you to order them to your shop so that I can buy them from you. The first is a music album entitled "The Sounds of Mysteries," by the artist JJJ. The second item is a movie called, "When the Wind Knows," directed by Sammy Stillpen. If it is possible for you to order these for me, I would be greatly appreciative. It would also be great if you could tell me what the total cost would be and when I could pick these items up. You can reach me by phone or email at your convenience.

Thank you,

Jennifer Nash

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Write a letter to a pen pal. This can be your first letter or a letter you're writing after knowing your pen pal for a long time. Include details you would normally include when writing to a pen pal in this situation.

Dear Madison,

I am so grateful that I finally found someone I can write to on a regular basis! Thank you for agreeing to be my pen pal, I appreciate it very much. I know that we both already have an idea about each other, but I'd like to tell you a bit more about myself.



I really enjoy reading books and try to read at least 2 a week. Sometimes it is hard to keep up with this schedule, especially while going to university and working at the coffee shop, but I try my best. I also really like movies and will sometimes watch a movie from a book after I have read the book just to see if they're different and to see which I like more.

Usually the book is better.

Please write and tell me more about yourself, I'd love to hear.

Talk with you soon!

Jasmine

 Gabriel 

to me 

Hey guys! Just to tell you that I got my desired 7 band in writing and 8.5 learning, 9 reading and 8 speaking).

Thank you so much for your support!!!



We've got your back!

BAND 7 IN WRITING!!!

You have not seen a close friend for a very long time. You also still have a few of your friend's belongings that were left at your house the last time she visited. In your letter include:

- **Why you are writing**
- **What you've been doing since you last spoke together**
- **Apologize for still having the items and ask how you can return them**

Dear Jo,

I'm sorry that we haven't talked in a long time. I hope everything is going well with you. I have been pretty busy with my schedule lately, but I often remember all the fun things we did together. Last summer was fantastic. I was cleaning out my closet last weekend and I found a few of your shirts and books. Hopefully you aren't mad about not having them, but if you would like me to return them to you please let me know what would be best for you. It would also be great if we could try and meet up sometime in the near future. I miss you more than I would like to.

I've been doing ok, aside from being so busy. Aside from that there isn't much new with me. What is new with you, are you still practicing violin? Let's chat soon.

Your friend,

Sally

Write a formal letter to the HR manager expressing your interest for a transfer to a different country. Your letter should include:

Why you are writing

- **Why you want to work in a different country**
- **What type of work you will be looking for**
- **Questions you have about salary they may be able to answer**

Dear Sir / Madam,

I am contacting you regarding employment opportunities in one of our foreign branches, namely Melbourne, which would be a better fit with respect to my CV and future career objectives. My experience with Asian languages would be a great asset for a company in this geographical area, in addition to the expertise acquired from projects in Australia.

Ideally a full time HR position is my objective, however I am flexible with respect to working in employment law or recruitment.

With reference to foreign positions, I have two questions, firstly my salary expectations are similar to the Manchester position, is this reasonable?

Secondly, I am under the impression that a working holiday visa is sufficient to stay for one year, however to extend this period are the procedures for permanent residency obligatory?

Thank you in advance.

Kind Regards,

Elizabeth Alexandra Mary



"Hi Ben! I'm glad to tell you that I passed the IELTS and I got 6.5 in writing! It is really amazing! Thank you a lot and good luck. Lena"