

Writing Task 1 Questions

Question 1

You lost an item while travelling on a bus. An employee of the bus company assisted you in recovering your lost item. Write a letter to the company manager to thank the employee.

In your letter

- Describe what you lost and how the employee helped you find it
- Say how you felt after recovering it
- Explain why it was important to you

Question 2

You participated in a public event organized by a local park. Write a letter to the event organizer.

In your letter

- Give them some feedback about the event
- Explain what you particularly enjoyed
- Make some suggestions for improvement

Question 3

You recently had some items shipped to you from overseas. Upon receiving the shipment you found that some things were damaged in transit. Write a letter to the manager of the shipping company.

In your letter

- Provide the details of your shipment
- Describe the damage
- Say what action you want the company to take.

Question 4

You have travelled to another city for a company meeting and stayed at a hotel. When you returned, you discovered that you forgot something important in your hotel room. Write a letter to the hotel manager.

In your letter

- **Say what you have left in the room**
- **Explain why it is important to you**
- **Tell the manager what you would like them to do about it.**

Question 5

Your workplace does not have a car park, and it is causing some problems. Write a letter to your manager.

In your letter

- **Describe the problems this is causing**
- **Explain what benefits a car park would bring to the company**
- **Suggest a solution for the car park problem**

Begin your letter as follows: Dear Mr Campbell,

Question 6

You are planning a party at home to celebrate your birthday and you want to use a catering company to provide the food. You had some excellent food at a catered party last week at a friend's house. Write a letter to your friend.

In your letter,

- **Thank him/her for the party you attended**
- **Ask for the catering company contact details**
- **Find out how much the catering cost**

Begin your letter as follows: Dear John / Jane,

Question 7

You have recently read a book and noticed some incorrect information about a place that you know. Write a letter to the author of the book.

In your letter

- Include the name of the place and the incorrect information
- Provide the correct information
- Explain why it is important to correct this mistake.

Begin your letter as follows: Dear Mr Jones,

Question 8

You had a minor accident at work and you got injured. According to the company rules, you have to report it in writing to your manager. Write a letter to your manager.

In your letter

- Describe what happened and your injury
- Explain what the result of the accident was
- Suggest a way to avoid similar accidents in the future.

Begin your letter as follows: Dear Mr Smith,

Submit your writing

Get your writing checked by an IELTS expert - [click here to learn more](https://www.ielts-blog.com)