IELTS WRITING TASK 1 (GENERAL TRAINING)

ACTUAL TESTS WITH SAMPLE ANSWERS

MARCH - JUNE 2021



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Preface

IELTS General differs from IELTS Academic in terms of Reading and Writing. IELTS General Writing Task 1 comprises of letters to be written either formally, semi formally or informally. An IELTS Candidate gets about 20 minutes for the Writing Part 1 section. Therefore, it is absolutely necessary that you invest time in practicing the IELTS Writing Task 1 for this module.

IELTS General Writing Task 1 with Sample answers aim to develop both test-taking skills and language proficiency to help you achieve a high IELTS Writing score. It contains 20 sets of General Writing Task 1 (letters) that appeared in the tests conducted in 2021. Each set contains one formal, semi-formal, and informal letter. Additionally, it also contains a number of formal and informal letters that appeared in actual 2021 tests along with sample answers.

While writing answers for these questions and comparing with the sample answers, you would be able to evaluate the nearest possibility on how difficult the IELTS Writing section is in the real exam. Moreover, these tests are extracted from authentic IELTS bank source; therefore, you are in all probability to take these tests in your real examinations.

Don’t just trust to luck in your IELTS exam – the key is practice!

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Difference between formal, semi-formal, informal letters

In General Writing Task 1, you will be asked to write three kinds of letters

- Formal
- Semi-formal
- Informal

Formal letter

A formal letter usually is written to someone whose name you don't know or are not aware of. It could be a mayor, a company's manager (not yours), complaint letter, bank, etc.

You could open a formal letter as follows:

- **Dear Sir or Madam,**

You could close a formal letter as follows:

- **Yours faithfully,**

Semi-formal letter

A semi-formal letter will usually be to someone you know, or at least you know their name even

You could open a semi-formal letter as follows:

- **Dear (name)…**
- **Dear (title) (name)…**

You could close a formal letter as follows:

- **Kind regards**
- **Best regards**
- **Regards**
- **Your sincerely,**

Informal letter

An informal letter is usually written to someone you know very well, like a family member, friend, work place peer.
You could open an informal letter as follows:

- **Dear (name), * ***Preferably the first name.

You could close an informal letter as follows:

- Best wishes
- Best regards
- Regards

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- All the best
- See you around
- Lots of love
- Cheers

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SET OF LETTERS

SET 1

Formal Letter:

You read an article in a newspaper about a city/town. Some of the information in that article is wrong. Write a letter to the newspaper editions.
In your letter, you should:

- **describe how you know the city/town**
- **tell what the problems are**
- **suggest what you want the editor to do.**

SAMPLE ANSWER:

Dear Sir,

I'm writing this letter to draw your attention to the information published about Kanchipuram, the day before yesterday.

My grandparents lived in Kanchipuram, and so our roots are tied to that city. I pay frequent visits to the area. Our ancestral home is very close to the "Varadaraja Perumal Temple". I visit the temple whenever I go there and have a darshan of the Lord.

In your article, you had published that Lord Mount Batten gifted a necklace to the temple, which is entirely wrong. The original history states that it was Robert Clive (the then British General during the colonial period) who presented the necklace. He witnessed the Garuda seva [Darshan of the Lord Garuda] and gave an expensive necklace that came to be known as Clive Maharkandi. It is used for decorating the Lord on special occasions every year. I've also enclosed some references relating to the same.

I request you to correct the information and also add a footnote stating that the information contained in the article was wrong. It would help if you took great care when publishing historical facts. As the circulation of your newspaper is enormous, it is highly recommended that you write correct information.

I am looking forward to your quick action on this matter.

Yours Sincerely,
Sheela

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Semi-Formal Letter:

You live in a block of flats, your neighbour makes a lot of noise which has caused problems for you. Write a letter to your landlord.
In your letter, you should:

- **explain the situation**
- **tell him/her how you are affected by this**
- **suggest what you want the landlord to do.**

SAMPLE ANSWER:

Dear Ram,

I'm Ranjan Das, your tenant in the flat B003 of apartment Unitech Blossoms. I'm writing this letter to bring to your attention the noise caused by the resident in B004. This issue has been persisting for over a month.

I'm forced to complain about the residents of B004 because I'm not able to tolerate the noise that they make. They have purchased the flat B004, a couple of weeks ago. I'm sorry to complain, but I've no choice. Mr. Subrajit, the owner of B004, is a drunkard who beats his wife, and she yells like hell at about 12'o'clock during the night. I would also like you to know that my mother has chronic heart trouble. Due to the screams, she wakes up alarmed and sometimes does not sleep through the night. It is very harmful for her condition. I've notified the apartment association about this, but I'm waiting in vain for an action.

Since he owns the house, he does not pay much attention to the complaints caused by tenants. So, I want you to pitch in and solve the problem. Else, I will have to move to another flat.
I would appreciate your intervention in this regard.

Yours Sincerely,
Ranjan Das

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Informal letter:

One of your friends lives in another country. You want to spend some time working in that country. Write a letter to your friend.
In your letter, you should:

- **describe why you want to work in that country**
- **tell him/her about your skills and experience**
- **ask some questions related to work (e.g. wage/salary)**

SAMPLE ANSWER:

Dear Daniel,

I hope you're doing well and all is fine in Waldorf. It's been quite a long time since I wrote to you, but I admit that I have been busy.

I'm writing this letter to inform you that I've got a permanent job opportunity with a client in Waldorf. You already know that I've been doing several contractual jobs in India, and I never got a full-time opportunity within India. I had been hesitating to move out and continued searching here but unfortunately, I couldn't find a job to my liking. So, I decided to grab this opportunity.

I think you already know that I've got a good amount of experience in SAP ABAP module and have worked on a considerable number of projects here. So, I guess it will all be easy for me in Waldorf.

Since you have been there for five years, I would like to know about the salary packages in the area and the workplace culture. It will be helpful for me to negotiate my salary with HR.

I'm waiting eagerly for your reply.

Warm Regards,
Sam

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SET 2

Formal letter:

You ordered equipment online. However, when you received it, it was damaged. Send a letter to the manager of the company.
In your letter, you should tell:

- **giving the details about the equipment**
- **explain the damage**
- **suggest what you want the manager to do.**

SAMPLE ANSWER:

Dear Sir/Madam,
I'm writing this letter to inform you about a faulty delivery made by your company.

Last week, I ordered a Chimney for the kitchen from your online store. I unpacked and assembled the Chimney, and when I put it to work, it created a loud, jarring noise. Upon enquiring with a local electrician, he reported that the Chimney's noise controller was not working properly.I am disappointed with the product as I had ordered an A-grade chimney from a reputed online store, which cost a huge fortune.

I immediately called the customer service and registered my complaint. They gave me a complaint id for future reference. I regret to inform you that it has been over a week and no action has been taken on the issue. I repeatedly called the customer service quoting my complaint id. Every time, I was told that they would look into the matter.

At one point, I got frustrated and decided to write to you. I have a five-year warranty for the Chimney. So, I would like you to replace the Chimney or at least the noise controller. If not, I request a refund.

I am looking forward to your immediate action in this regard.

Yours sincerely,
Adam

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Semi-Formal letter:

You are planning a week-long vacation and you need someone to take care of your house while you are away. Write a letter to your neighbor and tell them that you are going away.

In your letter, you should:

- **explain why you will be away.**
- **ask them to take care of your house**
- **Explain what tasks you would like your neighbor to do.**

SAMPLE ANSWER:

Dear Shyam,

I'm writing to let you know that I'm going on a month's trip to Delhi with my family to visit my Aunt. I'm utilizing the LTC (Leave Travel concession) component given by my Bank. I need your help and support during this period to take care of my house when I'm away.

I've made arrangements for my brother Jim who stays nearby to visit the house every week. I've also informed my maid about Jim's timings. She will come to the house when Jim is in, so that he can monitor the house's cleaning. Also, I have handed over the keys to security. But I insist that you attend to any visitor who may accidentally visit my place. Also, please collect any letters or couriers in my absence and hand it over to Jim. I hope that it is not too much of a favour to ask. I will also ensure that you get connected with Jim on Whatsapp.

Kindly reply and let me know if you can manage the situation. If not, I will make alternate arrangements.

Yours truly,
Andrew

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Informal letter:

There is a public event coming up in your town. Write a letter to your friend who you think would be interested to take part in it.

In your letter, you should:

- **describe the event**
- **explain why you think he/she would be interested in it**
- **suggest an arrangement to meet there with him/her.**

SAMPLE ANSWER:

Dear Emily,

I hope this letter finds you in good health. I can imagine your excitement in reading this letter. Yes, I'm inviting you to my place, Assam, this April. I know it is the end of your college's second semester, and you would be wondering how to spend the holidays. Don't think anymore. Just get on a flight and come down to Assam.

In April, there is a festival called Baishagu. It is celebrated by the tribe called 'Boro Kacharis' of Assam. It is celebrated at the onset of springtime to welcome mother nature. Many traditional instruments such as Khawbang, Jotha, Gogona, Siphung, Kham will be played. At the end of this Baishagu Festival of Assam, a community prayer called "Garjasali" will be held where all Assamese will get together in a common place. As you are interested in exploring different cultures, I'm sure that this event will be a great entertainment and learning experience for you.

I've made arrangements for you to stay at my home. I'll pick you up at the airport. Convey my regards to your parents.

With lots of love,
Jane.

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SET 3

Formal letter:

There is a problem related to the changing room of your gym in your community. You reported it several times, but it was not solved. Write a letter to the manager.
In your letter, you should:

- **describe the problem**
- **what they said while reporting the problem**
- **what you want the manager to do.**

SAMPLE ANSWER:

Dear Sir/Madam,

I am writing this letter to complain about the pathetic condition of the door of the gym's changing room in our community. The negligence of the local authorities towards this issue has been disheartening.

The door is made of a cheap commodity of wood. Due to roof leakage, there is a fungal attack on the bottom part of the door. It has rotten to the extent that nearly 1/4th quantity of wood at the bottom is missing. After repeated requests to the local authorities to replace the door, they sent a carpenter who did some preservative techniques and told us that all was well. But the decay began again after some time. When he was called again, he said that the door has to be replaced. It has been a month since this report was given, and the local authorities have been entirely negligent about this.

So, I have no choice but to write to you. I request you to replace the door at the earliest.

Looking forward to your immediate action on this problem.

Yours Sincerely,
Kim

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Semi-Formal letter:

You moved to a new country and you want to write a letter to your former colleague.
In your letter, you should:

- **tell him/her where did you go and what you are doing there (job)**
- **describe your feeling**
- **invite your friend to come.**

SAMPLE ANSWER:

Dear Samuel,

It has been a while since I spoke to you. I'm writing this letter to inform you that I've moved to Brussels to pursue my career as a Senior Consultant in Java at ABC Company. It is one of the prestigious companies here, and I consider myself lucky to have been selected here.

Life is great in Brussels. It has a tremendous maritime temperate climate with summers being warm and winters being cool. Due to its proximity to the Atlantic ocean, it has an almost pleasant weather throughout the year. There is not much snowfall, though. Nearly 70% of the population in Brussels have foreign origins. If circumstances are favorable, I'm planning to stay here at least for the next ten years.

I know you have a strong background in Java, and Brussels has plenty of opportunities for it. I can arrange for an interview at ABC company itself. Please do send me your Resume. Even otherwise, feel free to come here for a holiday. Brussels is such an artistic place.
Looking forward to hearing from you.

Yours truly,
Robert

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Informal letter:

You recently stayed at your friend's place, to look after the house while he/she is away. You accidentally damaged something in his/her house. Write a letter to your friend.
In your letter, you should:

- **describe what the accident was**
- **explain when it happened**
- **suggest how the damage can be fixed.**

SAMPLE ANSWER:

Dear Jane,

I hope you are fine. I'm writing to you about the damage caused to your wind chime hanging in the balcony.

While I was house sitting for you last weekend, my son accidentally broke the wind chime hanging in your balcony. My son and I were at your house and since he was crying endlessly as it was a new place, I brought him to the balcony. The breeze blew and he was fascinated by the sound produced by the wind chime. Once the breeze stopped, he began to cry again. To pacify him, I taught him how to gently touch the chime but he was annoyed that the sound had stopped and yanked it. It fell on the floor and broke into pieces.

I have brought it back with me to replace it in the shop that you bought it from. If the damage is beyond repair, I would replace it with a new wind chime. I'm extremely sorry for the damage.

Sincere apologies, again.

With love,
Sarah

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SET 4

Formal letter:

You learned a piece of news from your friend regarding a part-time job at a new international company near your house. Write a letter to that company.
In your letter, you should:

- **explain why you need that job**
- **give the details what you can do for the company**
- **suggest the time that you can work.**

SAMPLE ANSWER:

Dear Sir/Madam,

I stay at 41 Mill Road, London. I'm a student of Engineering at Roehampton College, London. I qualified for the scholarship, but I'm not able to manage my expenses. So I gave it a thought to work part-time for a company.

At just the right time, when I was thinking about this, Jack, a friend of mine who works as an Adv. Consultant in your company informed me that there is a vacancy for a part-time job in the chip design sector. I'm a student of Engineering, and hence we have quite a lot of papers in microprocessors. So, I think I can fit into the circuit design division of your company.

As I'm a day scholar, I prefer night shifts. My convenient time would be from 7:00 PM at night to 2:00 AM. Your company is on Abbey Road, which is near my place. So I can report promptly. I am looking forward to hearing from you soon.

Yours sincerely,
Oliver.

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Semi-Formal letter:

Write a letter to your manager to request setting up a cafeteria for the staff.
In your letter, you should tell:

- **what you heard about the inconvenience from the staffs**
- **how you feel about it**
- **what suggestion you can give**

SAMPLE ANSWER:

Dear David,

I'm writing this letter to inform you about the inconvenience experienced by our staff due to the lack of a cafeteria. As I'm a team lead, I get opportunities to talk to a lot of people, and I heard several of them complain about the lack of a recreational place. Sometimes, I don't find Harry (a critical team member) at his seat because he has gone to a nearby food joint to have a snack. Though it is at a walkable distance, it takes about half-an-hour for Harry to report at his place.

It is reducing productivity considerably. Some people take breaks for coffee and tea and come back late. The reason they give is acceptable yet bad. This is when I realised the seriousness of having our own cafeteria.

If there is a cafeteria within the premises, people cannot give lame excuses for their absence. They have to come back to their seats by fifteen minutes, which is acceptable. I hope I've mentioned enough reasons for having our own cafeteria. It would be helpful if you could discuss with the senior management on establishing a cafeteria within the campus.
Looking forward to your response.

Yours faithfully,
John

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Informal letter:

You recently spent a weekend with your friend in her/his new house. Write a letter to your friend.
In your letter, you should:

- **explain what you like about his new house**
- **tell what you enjoyed most during your staying**
- **suggest when and where you could meet next time with her/him.**

SAMPLE ANSWER:

Dear Charlotte,

I hope you are doing well. I'm writing this letter to thank you for inviting me to your newly constructed penthouse.

I was amazed at the way you had decorated your house. The Salvador Dali paintings were terrific. The sweet fragrance from your homemade potpourris still stays fresh in my memory. And, not to forget, the number of dishes you served for dinner. I relished it.

The unforgettable part of your house was the garden which you created on your own. You had a range of plant species from Cacti, the African daisy, hibiscus, hyacinth to herbs like Basil and Mint, which I can never forget. I'm not sure if you remember, it suddenly started to rain heavily as we walked in the garden. So, we headed inside and watched the rain from the window sipping a hot cup of tea. It was an unforgettable experience.

I would want to give you back some warmth and love as well. Please do visit my place in Perth, whenever you get time. Christmas could be an excellent time for you to come here.

See you soon,
Anne

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SET 5

Formal letter:

Write a letter to the department of education to provide financial assistance for a short training course that you want to do in some foreign country.
In your letter, you should tell:

- **what course you want to take**
- **why you want to take the course**
- **how financial assistance can help you.**

SAMPLE ANSWER:

Dear Sir/Madam,

I am Shyam residing in JP Nagar, Bangalore. Currently, I work as a senior software engineer at ABC company. I have an experience of nearly six years in the industry. But I want to upskill myself by doing a course on Artificial Intelligence and machine learning from Germany. So I am writing this letter to get financial aid during my stay in Germany.

The duration of the course is one year. I chose this course because AI and ML is a booming field. There are many job opportunities overseas. A degree from a reputed university on AI and ML would be very beneficial to my career in the long run.

As I hail from a middle-income group, I need support from the education department to help me pursue my dream course. I have enclosed all the necessary documents to qualify for financial assistance. It can help me cover up my tuition fee and living expenses while I stay there.

Yours sincerely,
Shyam

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Semi-Formal letter:

Write a letter to your colleague asking for help in setting up equipment for your presentation.
In your letter, you should:

- **tell when and where the presentation will deliver**
- **describe your arrangements**
- **tell him/her what equipment you need.**

SAMPLE ANSWER:

Dear James,

I got to know from Jonathan that you are responsible for setting up the presentation room. We have met a couple of times. I hope you can recall.

I'm writing to inform you that I will be giving a presentation on "Jenkins" at Capella Hall, second floor, Building 3 of the Bangalore development center in Electronic city at 5:00 PM, this Thursday. I have booked the room from 2:00 PM to 7:00 PM. We need to get everything arranged by 4:30 PM.

I need your help in setting up devices such as the stand, projector along with a soundbar. As you know, it will be a video conference, and sound systems need to be perfect. Please connect the soundbar to the power supply, switch on the Bluetooth, and let me know the name of the device so that I can pair it with my laptop.

If you find any difficulty while setting up the room, feel free to call me. Do update me when you are done. I will also remind you about this at 3:30 PM on Thursday.

Thanks in advance.

Yours truly,
Darcey.

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Informal letter:

Write a letter to your friend about missing the date with him on a day you had planned. Tell him how you tried to contact him but it did not work out either.
In your letter, you should tell:

- **what the reason is**
- **how you tried to contact him**
- **give an alternative plan to meet him sometime.**

SAMPLE ANSWER:

Dear Smith,

I hope this letter finds you in good health. I sincerely apologise for not being able to meet you last Friday at Abbey Park as we had planned. I could not make it to the meeting because of the phone call I received from the HR of ABC company. It was for a job interview, which was scheduled on Saturday but preponed due to the interviewer's unavailability on Saturday.

I did try to reach out to you. Infact, I made a WhatsApp call, but you did not pick up the phone. Also, I was running low on charge, so I could not make another call.

But no worries. My interview went on well, and I succeeded in getting a job. We can meet again, and I would want you to fix the date and time. I will ensure that I do not miss it this time.

I'm looking forward to hearing from you.

Warm Regards,
Issac

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SET 6

Formal Letter:

Write a letter to a hotel manager in another city for an upcoming 2-day business trip for you and your colleagues.
In your letter, you should tell:

- **Introduce yourself and colleagues**
- **give information about the business meeting**
- **tell other requests you might have.**

SAMPLE ANSWER:

Dear Sir/Madam,

I am John Adams, Manager at ABC company. It is one of the prestigious companies headquartered in Santa Clara, California, and we have our branches spread all over India. Our company specialises in bridging the gap between wired and wireless communications.

Our company has organised a business trip of 2 days, at St. Andrews Auditorium, Mumbai. The trip will be for two days and two nights. We will be arriving on Monday morning, and will check out on Wednesday morning. We have selected Le Royale Median as it is close to the auditorium.The budget allocated is $2000.

We are a team of twenty members and need first-class double sharing rooms. That makes ten rooms. Also, we need uninterrupted wifi throughout the stay. We expect pick and drop services to and from the airport and the auditorium. I want to book a buffet for breakfast, lunch and dinner.
Please let us know if you can accommodate us. Also, let me know if there are any offers/packages for the corporate sector.

Yours sincerely,
John

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Semi-Formal letter:

You drive to work, but have recently had a problem parking your car at the office. Write a letter to your manager. In your letter

- **describe the problem with the parking**
- **explain how this is affecting you**
- **suggest what should be done about the problem**

SAMPLE ANSWER:

Dear Kenny,

I'm writing this letter to express my concern over the parking space problem in our office. As you know, we have an underground pathway for parking vehicles. But our office has expanded. There is a considerable increase in the number of employees, and ultimately there are more twowheelers. I reach the office by 10'o'clock, and find that the parking space is full.

So I end up fighting with the person who is responsible for the parking space. He suggests that I should come early. As I'm a team lead, I have late-night calls with the clients. So I come by 10'o'clock and leave by 11:00 PM. I can't come early. Ultimately, I parked my car in a nearby residential area. The owner of the house where I park my vehicle got annoyed and informed the traffic police, and my car was towed. So I had to go to the police station and explain my problem to get my car back.

I suggest that we rent the vacant piece of land adjacent to the office and make arrangements for our parking there. This is the only practical solution to the problem.

Please take action at the earliest.

Yours truly,
Ram

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Informal letter:

You have found an interesting website. Write a letter to your friend to tell him about the website.
In your letter, you should:

- **describe what the website is**
- **explain why the website is interesting**
- **tell how this website will help him/her.**

SAMPLE ANSWER:

Hi Ritu,

I hope you are doing well. I know that you have joined Electrical Engineering at the prestigious ABC college. I have some news for you. Since you are an Engineering student, this will help you greatly in preparing for your exams. Yes, it is an interesting website called sanfoundry.

When I landed upon this website, I was taken aback. They have thousand multiple-choice questions for every subject in Engineering. It contains mathematical problems as well as theory questions. Also, you have answers for each question. You can attempt the question first and then click on the 'View Answer' button to know the answers.

It is an excellent website for an Engineering student like you. You can finish your study on a chapter and then give these questions a try. It will help you increase your confidence. You can also measure your exam preparedness and know where you stand. Please do visit this website and let me know how you like it. Waiting eagerly for your reply.

With love,
Sheethal.

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SET 7

Formal Letter:

You recently went on a business trip and stayed in a hotel. On getting home, you realized you left some things at the hotel. Write a letter to the hotel manager.
In your letter, you should tell:

- **details of your stay**
- **the items you left behind**
- **what you want the manager to do.**

SAMPLE ANSWER:

Dear Sir,

I am Srikanth Gupta, who stayed in your hotel in room number 803. I had an important business meeting with one of the clients in our nearby office. We had a luncheon in the basement of your hotel. I am writing to you because I left my mobile phone at your hotel. It contains a lot of information.

It is a brand new Nokia phone with all the latest features. It is metallic silver in colour with a blue cell phone cover. I know the credentials to unlock it and will let you know once you can locate it. It contains some important data related to the business meeting, which will be very dangerous if it reaches our competitors. Also, my integrity will be suspected.

I need your help in this regard. I always placed my mobile on the bedside table of room 803 before sleeping. In the morning I used to go to the office. I think I missed it during the luncheon. Can you please search and locate the mobile phone for me. Also, let me know if you need any additional details regarding the same.
Awaiting your reply.

Yours sincerely,
Srikanth Gupta

Telegram - @officialieltsreality

Semi-Formal letter:

You have been invited to give a talk at a local community college in America about your home country. Write a letter to the secretary of the college. In your letter

- **accept the invitation and offer a possible date for the talk**
- **summarise what information you will include in the talk**
- **say what equipment you will need the college to arrange for you to give the talk**

SAMPLE ANSWER:

Dear Mrs. Joannah,

I'm writing this letter as an acknowledgment of your invitation dated 06/10/2020. I'm glad to inform you that I accept your request to deliver a speech about my Country. Infact, it is an honour for me to have got a chance to speak about my Country. I'm available between July 10, 2020, to July 13, 2020, in the evenings.

As you know, India is rich in cultural heritage. I'm planning to talk about our Unity amidst diversity, cultural art forms, Literature, History, Climate, Politics, and so on. Most of my speech will be about our Indian students who study in various colleges across America. I will focus on how Indian students work hard to procure an American Visa.

I'm preparing some presentations using PowerPoint. So I need a laptop with a projector with excellent sound systems arranged.

Many thanks for inviting me to talk. I'm eagerly waiting for your reply.

Yours faithfully,
James.

Telegram - @officialieltsreality

Informal letter:

Write a letter to a friend who will come to your country to work for 6 months.
In your letter, you should:

- **recommend a city**
- **suggest a few jobs that your friend could do**
- **give some opinions about making friends with the locals.**

SAMPLE ANSWER:

Dear Sushil,

I'm so happy to know that you have planned to travel to the United States of America. I'm excited at the thought of having you here. I strongly recommend that you come to Dallas and stay with me all through the six months.

Dallas is a telecom hub. As you hold a degree in Telecommunications, it will be effortless for you to find a job. I can assure you that the pay will be good and you can save a great deal. However, if you are determined to stay in a hotel, Sunsuites would be the cheapest option. You get excellent facilities for 90 dollars per month.

There are a lot of entertainment areas here. We can visit Highland Park and Fair Park. There are quite a lot of Indian people around, and you will not find it difficult to make friends. There are also several Chinese and Japanese hanging around, and they are friendly too. I think you spent a reasonable amount of time learning Japanese. So you can get along with them easily!
Awaiting your arrival, every moment.

Best Wishes,
Suhail.

Telegram - @officialieltsreality

SET 8

Formal Letter:

Write a letter to your local council that the road in front of your house is damaged.
In your letter, you should:

- **tell him your name and where you are living**
- **describe the problem**
- **suggest what you want him to do for it.**

SAMPLE ANSWER:

Dear Sir/Madam,

I am a resident of MG Road, Bangalore. I am writing this letter to express my anguish over the negligence of the municipal authority regarding the damage in the road right in front of my house.

First of all, the authorities did not use high-quality raw materials when laying the road. The poorly laid road, not being able to withstand the heavily loaded trucks and also due to poor drainage, has developed deep cracks. Due to this, it has become hazardous to ride two-wheelers. When it rains, water accumulates in the holes, and there are high chances for vehicles to skid and cause accidents. I wrote to the municipal authorities, and they sent a technician who said the road had developed alligator cracks, and a full depth patch should be performed.

It has been a month since this report was given. I wrote several letters to the municipality who complained that they are running out of funds to take up this project. Please allocate the necessary funds to complete this task on priority.
Looking forward to your quick action on this problem.

Yours sincerely,
Sreyas

Telegram - @officialieltsreality

Semi-Formal letter:

You work for an international company and need to take some time off work to celebrate a family event. Write a letter to your manager. In your letter

- **give details of the family event and why it is important you attend**
- **say how much time you will need away from the office**
- **suggest how your work could be covered while you are away**

SAMPLE LETTER:

Dear Pattison,

I'm writing to avail of my paid leave for ten days next month from November 1, 2020, to November 10, 2020, to attend my grandfather's 80th birthday.

I'm very fond of him and want to spend time with him on the auspicious day (November 5, 2020) and receive his blessings. Moreover, we have invited our relatives from all over the world. Everybody adores him, and there's going to be a big celebration. I don't want to miss it.

During my absence, Jim can take over my role as a team lead. He has been performing exceptionally well and is very responsible. I will instruct him on the daily status reports that have to be sent to the client. Moreover, I have drafted a plan which he can execute. I'll have limited access to emails, and you can always reach out to me in case of emergencies.

Awaiting your approval.

Yours faithfully,
Ram

Telegram - @officialieltsreality

Informal letter:

Your friend has just moved to a new house. Write a letter to your friend and let him know about the gift that you prepared for him/her.
In your letter, you should:

- **describe the gift**
- **tell how it will be delivered**
- **explain why you chose it.**

SAMPLE ANSWER:

Dear Mia,

I'm so happy to hear that you have moved to a new house in Virginia. I'm writing this letter to tell you about the gift I got for you. I don't think I can wait until I meet you. You know that I'm a jewellery designer by profession. So I handcrafted a pendant design completely by myself and exclusively for you.

It is an Amethyst pendant. I set it in gold to make it more beautiful. I'm sure this gift will bring you more luck because I decided it based on your sun sign. You were born in the mid of August, and hence you are a Leo. Amethysts are a calming force and will help you act based on your intuition, enabling you to make better decisions.

I have sent it through the ABC flight courier service. They have promised to make the delivery by next week. The shipment number is VX109US, and I'm tracking it minute by minute. Yes, I'm so excited about how glad you will be after opening the gift. When you wear it, you will look more pretty.

Do write to me about how you liked it. I wish you the best for all your future endeavors.

With lots of love,
Emma

Telegram - @officialieltsreality

SET 9

Formal Letter:

Write a letter to the government about the lack of sports facilities in your hometown for people of your age.
In your letter, you should tell:

- **what facilities you want**
- **why you want them**
- **what suggestions you can give**

SAMPLE ANSWER:

Dear Sir,

I am John Smith, and I am doing my eleventh grade in St.Xaviers School in Hosanagara Panchayat. I am writing to you to bring to your notice that there is no sports complex in my town. My Dad works for the Central Government, and he is deputed as a sub-collector of my hometown. I am a tennis player and was surprised to find that there was no dedicated area to practice tennis.

I request you to build a sports complex in our hometown. It will benefit the residents in various ways. Students of my age can spend their leisure time effectively. If things improve, we can appoint coaches for multiple sports activities, and people from my town might get chances to play for national tournaments.

Most of the barren fields here which are being converted to industries can be acquired by the government and can be used for building the Sports complex.
Awaiting your immediate action.

Yours Sincerely,
John

Telegram - @officialieltsreality

Semi-Formal letter:

A neighbour recently invited you to a special party. You intended to go, but at the last minute were unable to attend. Write a letter to your neighbour. In your letter

- **apologise for not going to the party**
- **explain why you didn't go**
- **suggest a way to make up for missing the party**

SAMPLE ANSWER:

Dear Sam,

I'm writing to you to tell you that I'm terribly sorry to have missed your son's birthday party. It was on a Sunday and I had planned to come but something unexpected happened due to which I could not come.

As you know that my mom is a cancer patient. When my wife and I were getting ready for the party with gifts that we bought, my mom started to cough blood. We gave her the syrup and injection that the doctor had recommended but it did not stop. So we had to rush to the hospital. She was anesthetized and a biopsy report was taken for her throat muscles. Soon the reports arrived and the doctor confirmed that her cancer still remained non-malignant and just that the throat muscles had been weak which was why she was spitting blood. He gave her some injections and discharged her.

My wife and I will visit you next week. Do let me know if you are available. The gift we got for your son is still with us. Looking forward to seeing you soon.

Yours truly,
Anderson

Telegram - @officialieltsreality

Informal letter:

You are leaving your job and would like to invite your friend as your replacement. Write a letter to your friend.
In your letter, you should:

- **describe the job**
- **explain the reason you leave**
- **tell him/her why you recommend the job to them.**

SAMPLE LETTER:

Dear Ken,

It's been a while since we met each other. I hope you are doing well.

You might be aware that I'm working as a Developer at ABC firm for quite some time. My daily activities involve gathering requirements from the clients, translating them into C and C++ code, and getting tested and fixing issues from the field after it has gone live. But, I was also on a keen lookout for opportunities in the DEF company, and this time, things worked out. I qualified in the interview and got an offer from the DEF company for a senior consultant position. There's nothing wrong with my current post except that it is my dream to work for the DEF company.

I informed my manager, and he was equally thrilled about the offer. But he did request me for a replacement, and I could think of none other than you. You are an excellent candidate because you are adept at C and C++ and can translate requirements much faster. The boss is amiable, and the targets are manageable.

You could fit in here better than anywhere else. I'm waiting for your reply.

All the best,
Oliver

Telegram - @officialieltsreality

SET 10

Formal Letter:

You are not happy with the course you are doing at the college and would like to change to a different course. Write a letter to the college director requesting to change your course.

You should include details about:

- **What course are you doing now?**
- **Why you are not satisfied with that course?**
- **What course would you like to change?**

SAMPLE ANSWER:

Dear Sir,

I am Srinath Bhatt, enrolled in civil law in your esteemed institution. I completed my high school from Christ Higher Secondary School, Bangalore, and qualified in the entrance exam of your College and secured a rank within the top 100. So I was free to choose any course I wanted. Initially, I opted for Civil law and completed my first semester successfully.

But I did visit a career counseling session where they outlined the job opportunities and salary packages of various courses in law. After attending the course, my pursuits changed. I think I will perform better in Corporate law, which has enormous job opportunities. So I am writing to request you for a change of course from Civil law to Corporate law.

It has just been one semester, and the syllabus was common for all variants of law. So I believe the transition would be smooth. I assure you that I will exceed expectations in the new course.

Looking forward to hearing from you soon.

Yours sincerely,
Srinath Bhatt

Telegram - @officialieltsreality

Semi-Formal letter:

You recently gave a successful presentation at work. You borrowed a book from a colleague, which helped prepare for the presentation. Write a letter to your colleague.

In your letter

- **say what the presentation was about**
- **explain why the presentation was important**
- **describe how the book helped you prepare for the presentation**

SAMPLE ANSWER:

Dear Jack,

I'm writing this letter to express my gratitude to you for lending the book "Python programming concepts." I think you might be aware that our division is undergoing a significant change in the way we code. We are moving on to Python. The senior management is on the lookout for a new leader who can guide the team. So, they decided to test our abilities by asking us to make a presentation.

There were four of us competing for the position. I did a lot of research on the internet but was searching for a perfect book. I hope you remember entering my cabin when I was on the lookout for information on Python. The very next day, you gave me this book called "Python programming concepts."

It explained the language in detail. It guided me on the installation of Python. It also contained examples for every concept. The practice exercises with answer keys were beneficial. It also helped me create my own projects in Python. I was able to give an excellent presentation, and my team members think that I have a high chance of becoming the lead.

Many thanks again!

Yours faithfully,
George

Telegram - @officialieltsreality

Informal letter:

You are planning for a vacation and want your friend to come with you. Write a letter to your friend.

In your letter, you should:

- **tell him/her why you want to take a vacation**
- **describe your plan**
- **invite him/her to go with you.**

SAMPLE ANSWER:

Dear Sophia,

I hope this letter finds you in the pink of health. I'm writing to ask you to come along with me on a trip to some place which is nearby India. I have decided on a week's trip to Myanmar.

I'm working my fingers to the bone on the new project. Life is getting mundane, and I need a change to recharge myself. I have decided on the cheap and best option, which is Myanmar. And who would want to go alone? So I want you with me on the trip.

There are many exciting places in Burma, such as "Sule Pagoda," where we can meditate, take photographs of picturesque views on Bagan, sail in "Mergui," and enjoy the "Kandawgyi Park." I know you love trekking as much as I do. There is a place called Pindaya in Myanmar for trekking. We can also enjoy some Burmese Cuisine like Nangyi Thoke, Shan-style noodles and Mohinga.

I'm quite sure that you need a change too. Take time to think through this and reply so that I can book tickets.

With love,
Sheela

Telegram - @officialieltsreality

SET 11

Formal Letter:

You recently visited a local restaurant and had a very good meal. Write a letter to the editor of a local newspaper.

In your letter

- **explain where the restaurant is**
- **describe what you ate in the restaurant**
- **say why you would recommend the restaurant to others**

SAMPLE ANSWER:

Dear Sir/Madam,

I am Vasav residing in Banjara Hills, Hyderabad. I am writing to share my experiences with the "Orange Chilli" restaurant near my house. I would want you to publish it in your "Sense and Dine" column on Sundays so that it would be beneficial for others.

I visited the restaurant last weekend with my friend who had just returned from Japan. We wanted to have some good food. So I took him to the "Orange Chilli". It is situated at the top of a small hill, and the surroundings are picturesque. The dining hall was spacious, with very hospitable staff.

We ordered fried rice, paneer chilli dry, papad paratha and chilli potato. The service was quick. The food was delicious, so we ate much more than we usually would. The restaurant also offered a corporate discount. My friend was pleased about the lunch and praised me for taking him to such a good restaurant.

I have shared my experience with you so that other people in Banjara hills might get to know that there is an excellent outlet in their community.

Thanks in advance.

Yours sincerely
Vasav

Telegram - @officialieltsreality

Semi-Formal letter:

You recently completed a course. You borrowed a book from your teacher while on the course but were unable to return it to him/her before the course ended. You would like to return the book now. Write a letter to your teacher.

In your letter

- **say what the book was and explain why it was helpful for you**
- **explain why you didn't return the book before the end of the course**
- **suggest a way that you can return the book**

SAMPLE ANSWER:

Dear Mrs.Suzanne,

I am writing to you to apologise for not being able to return the book "Clinical Microbiology Made Ridiculously Simple, 6th Edition" authored by Mark Gladwin, Bill Trattler and C. Scott Mahan. I borrowed this book from you when I was doing my final semester in Microbiology. The book explained the concepts of pathogens and drugs clearly. Also, the summary charts were constructive. With the help of this book, I was able to qualify in the final exam with a distinction.

Soon after I finished my Bachelor's degree in Microbiology, I applied for my Masters in a college in Dehradun. So I had to make frequent trips for my entrance exams and interviews. Amidst this, I forgot about the book completely. After I got a confirmation from the prestigious ABC University in Dehradun, I began packing for my trip. Then did I realise that I had forgotten to return the book. I am incredibly sorry for not returning the book on time.

I want to visit the college on Friday morning. Please confirm your availability so that I can return the book. Sincere apologies again!

I am expecting your reply soon.

Yours faithfully
Merlin

Telegram - @officialieltsreality

Informal letter:

You have borrowed something from your friend and you have accidentally damaged it. Write a letter to your friend to your friend to remind him/her of:

- **What you borrowed**
- **How you damaged it**
- **What you'll do about it**

SAMPLE ANSWER:

Dear Charlotte,

Hope you are fine. I'm writing to let you know how miserable I feel about damaging your lavender jade necklace which I borrowed from you last week.

My sister-in-law threw a party last week to celebrate her promotion in the office. I had just returned from China and did not have much time to get ready for the party. I had a lavender gown but did not find any matching costume jewellery for it. So, I borrowed it from you to suit my dress and you readily gave it to me.

But something horrible happened at the party. My sister-in-law's two-year-old daughter got attracted to the jade necklace and started playing with it. I did not take it seriously. But suddenly she pulled it so hard that all the jade necklace fell into pieces.

I know it is too much damage and I'm willing to pay for it. Kindly bear with me for breaking your lovely jade necklace.

With lots of love,
Ella

Telegram - @officialieltsreality

SET 12

Formal Letter:

You read in a newspaper that a company is going to renovate some school buildings in your local area that are in a poor condition. You would like to offer help. Write a letter to the charity paying for the renovation.

In your letter

- **explain why you want to help with the renovations**
- **suggest what you can do to help**
- **say when you are available to start work**

SAMPLE ANSWER:

Dear Sir/Madam,

I am writing this letter w.r.t to your advertisement in the "Hindu" dated 6/6/2020 about the renovation of school buildings in Bijapur. I want to extend my help towards this cause.

I am Ravi Sen residing at No.10, Pethe Road, Bijapur. I am an interior designer by profession. Also, I am a part of the local association group, which does some charitable activities. I take part in their meetings regularly.

Recently, I worked on a project at Joy's hotel in MG Road. The Hotel authorities very much appreciated it. I am a specialist in making sankheda furniture, which has its origins in Gujarat. So I can help create decorative wooden furniture for the school for free. I hope my experience will help you in your noble cause.

Currently, I am working on a project in a newly constructed apartment. I will be completing it by July 31, 2020, and can join you soon after that. I hope you will consider my request.

Please consider me for this project.

Yours sincerely,
Ravi Sen

Telegram - @officialieltsreality

Semi-Formal letter:

Your landlord is asking to increase the rent. Write a letter to him.

In your letter, you should tell:

- **why you think the rent shouldn't be increased**
- **what you will do if it is increased.**

SAMPLE ANSWER:

Dear Mr. Saurav,

I'm writing to you regarding your letter about the rent increase. It is quite a surprise to me. It has just been one year since we've moved to your house. Although I agree that it is well connected to the main road and is close to healthcare and public transport facilities, the fact is that other houses in the nearby localities are rented at a much lower price than we are currently paying.

Recently, I was diagnosed with a tumour in my throat. I'm advised to undergo minor surgery to get it removed. Though I have insurance, there are expenses that I have to bear too. Since I've explained our situation, I hope you will be considerate and allow us to continue with the current rent amount.

However, if you continue to insist on the rent increase, we have to move to another house in the same locality.

Yours faithfully,
Sanjay

Telegram - @officialieltsreality

Informal letter:

Last month, you travelled to another city. You told a friend who lives in the city that you would meet him/her, but you did not. Write a letter to this friend.

In your letter

- **apologise for not meeting him/her**
- **explain why you did not contact him/her earlier**
- **suggest a time and place to meet in the future**

SAMPLE ANSWER:

Dear Mila,

Hope you are doing well. I'm sorry for not being able to meet you at the Hotel Clermont on Sunday afternoon. I can understand your disappointment, and I'm sorry for it.

I got on a flight from Paris last Saturday. But unfortunately, there was an Engine failure when the flight reached NewYork. It took half a day to rectify the fault. Then we boarded the flight, and I arrived late. It was an official trip, and I had to meet my clients first. So, I headed straight to the office.

The business meeting went on well, and I was able to win some contracts for my company. Now that I've completed my work, I'm ready to meet you. I will book the table this time and wait for you. Let me know when you can come.

Yours lovingly,
Lynda

Telegram - @officialieltsreality

SET 13

Formal Letter:

You live close to a restaurant and have recently been disturbed by the noise coming from the restaurant in the evenings. Write a letter to the owner of the restaurant. In your letter

- **explain why you find the noise disturbing**
- **suggest a way to solve the problem**
- **explain what you will do if the problem is not solved**

SAMPLE ANSWER:

Dear Sir/Madam,

I am writing this letter to express my infuriation over the noise from your restaurant. I am Sagar residing at No.12, Amherst Street. I live in the corner of the street. Your restaurant is located just behind my house.

Your restaurant hosts parties every night and plays loud, jarring music, which is extremely disturbing. I have a son and daughter who are in their twelfth and tenth grade, respectively. Due to the noise, they find it difficult to concentrate on studies.

I advise you to change the acoustic architecture of your restaurant. Please consider installing soundproof glasses to avoid sound transmission. Kindly use sound-absorbing materials such as rock wool, fiberglass, wood fibers. They can help in noise attenuation as much as 10 dB.It woud be really helpful if you could do this on priority.
Despite my recommendation, if you continue with your current architecture, I will have to resort to law. I have already spoken to my advocate and will not hesitate to issue a legal notice.

Yours sincerely,
Sagar

Telegram - @officialieltsreality

Semi-Formal letter:

You have recently visited a local old age home in your community. It needs people who can help renovate the building and also help with some activities. Write a letter to the Mayor and say

- **How would you be able to help?**
- **When and why would you do it?**
- **Who will help you to do it?**

SAMPLE ANSWER:

Dear Mr. Jones,

I'm writing this letter to let you know that I visited the "Happy Homes" old age home situated in our community last week to celebrate my birthday. I took my entire family with me. My parents, wife and children had a great time.

I'm Henry, residing in Orange county. I work as a senior consultant in ABC bank. I'm very much interested in working with charitable organizations. I've helped arrange loans for some orphanages in the County. I recently got a chance to visit the old age home, and I got to know that the management is about to renovate it. I want to do my part.

Since I'm a banker, I can help arrange the loans for the project. There are specific grants which apply only to non-profit organizations. Since I know the nuances of banking, I can help a great deal in arranging documents to avail a loan. I'm in good terms with the senior management in my Bank, and they will be very eager to get themselves involved in this renovation project. They have already encouraged me on arranging loans for orphanages. I'm sure they will help me with this project too.

Awaiting eagerly for your reply.

Yours faithfully,

Henry

Telegram - @officialieltsreality

Informal letter:

A foreign friend of your plans to visit your place and stay with you, but you do not have time on that date. Give your friend another alternate date to come.
In your letter, you should:

- **apologize for it**
- **explain why you will busy for on that date**
- **suggest to him/her an alternate time to come.**

SAMPLE ANSWER:

Dear Aria,

Hope you're doing well. I know you would have made great preparations to come and stay with me on August 20, 2020, but I regret to inform you that I will not be available on that date. I do understand that we made plans for this, six months ago and I'm deeply sorry for spoiling it.

I think you know of my neighbour who is an older woman in her eighties. She was living alone. Her daughter was in France. One night, she had developed convulsions and did not wake up the next day. She used to give me flowers from her garden daily. Since she did not bring flowers on the next day, I suspected something went wrong, and I was right. She lay unconscious on her floor. I informed the Police, opened the door and took her to the hospital where she was treated. Then, I told her daughter. She requested me to bring the older woman to France precisely on the same day that you planned to arrive.

But I'm planning to come back immediately after entrusting the old lady into her daughter's hands. So, I will be available from August 25, 2020. Please let me know if you can make arrangements on the new date.
Sorry again!

With love,
Zoey

Telegram - @officialieltsreality

SET 14

Formal Letter:

You have recently accepted a job in an English-speaking country. When you move to the new country, your children will need to attend school. Write a letter to the headteacher of your children's new school. In your letter

- **explain that you are moving from another country**
- **describe your children and their educational needs**
- **ask for some information about the school**

SAMPLE ANSWER:

Dear Sir/Madam,
I am Surendra Sharma from India working for ABC electric, headquartered in Wellington, Newzealand as a senior network engineer. I've been deputed to the factory in Newzealand for five years. So I'm planning to bring my family along with me. I have a nine-year-old daughter and six-year-old son. My wife, who had been working for a Bank, has resigned from the job. She is planning to look for opportunities in Newzealand.

My children had been to a CBSE (Central Board of Secondary Education) school, when in India. According to the Indian schooling system, they are in fourth grade and second grade, respectively. The medium of instruction was English. But I think there will be some additional attention required when getting admitted to a school in an English speaking country. They might need extra coaching on a few subjects, especially English.

It would be great if you can help me with information about the types of schools in NewZealand. I would also be interested in knowing the method of teaching in your school. Also, I would like to see if you have processes in place for students from non-English speaking countries to adapt themselves to the language used in your country.

Kindly share the information on the same.

Yours sincerely

Surendra Sharma

Telegram - @officialieltsreality

Semi-Formal letter:

You have just finished your master's degree and need to leave your current part-time job to search for full-time employment. Write a letter to your current employer.

In your letter:

- **explain why you will not be able to pursue a full-time job in his/her company**
- **say why you've enjoyed working for him/her**
- **tell him/her how much longer you will continue to work for him/her.**

SAMPLE ANSWER:

Dear Ryan,

I'm writing to let you know that I've completed my master's degree in Computer Science. So, I'm aiming for a full-time job and have begun my job search.

I joined the part-time position as a medical lab instructor to help me manage my expenses. Now that I've completed my degree, I'm hopeful that I'll be able to get a full-time job relevant to my field of study. I do remember the days when you mentored me and how considerate you were towards me when I worked late-night shifts. You always made the payment on time, which helped me a great deal in managing my living expenses. I thoroughly enjoyed my stay here, and as you know; I've made a lot of friends whom I would be in touch with forever.

I'm willing to serve the notice period of one month. Kindly provide my relieving and experience letters. I know I'll miss this company, but I have to move on. I'm sure we will cross paths in future.

Yours faithfully
Tom

Telegram - @officialieltsreality

Informal letter:

Your friend is about to move into a new house. Write a letter to this friend.
In your letter:

- **offer to help him/her to move**
- **explain how exactly you can help**
- **ask him/her some questions about the new house**

SAMPLE ANSWER:

Dear Frankie,
How're you doing? I'm damn sure you're exhilarated to move to your new house. Also, you must be worried about shifting things. Please don't fret over it. I'll help you out. I'll be there with you throughout the shifting process and ensure everything is in place, in your new home.

As you're moving on a weekend, I don't have to take a day off from work. Also, I did a bit of research on the internet to find some tips on moving things. I got to know that ABC packers are the cheap and best option. All you have to do is to register yourself on the website, provide your current address and shipping address. They will make arrangements for people to come to your house and pack everything. They will also take care of transportation. So we have to sit and watch if everything goes right.

Also, tell me about your new house. Does it have a modular kitchen? Being a culinary expert, I'm sure you must have experimented with your kitchen construction. I'm planning to give you firstgrade cast-iron vessels, as my token of love.

Do write to me when you're planning to move. Also, inform me if there are any changes to the plan.

With love,
Alfie

Telegram - @officialieltsreality

SET 15

Formal Letter:

You recently went on a trip and thought that the tour guide was particularly helpful. Now you would like to show him/ her your appreciation. Write a letter to the manager of the tour company. In your letter

- **describe the tour**
- **explain why you liked the tour guide**
- **say what you would like the manager to do to reward the tour guide**

SAMPLE ANSWER:

Dear Sir/Madam,

I am Luna Dsouza, an English teaching staff at the Blue lily Higher Secondary School. Recently, our school organised a trip via your company. It was for students in the fifth grade, and the tour aimed at getting to know Karnataka better. The duration of the trip was four days and four nights.

Initially, I was uncertain about how things could be explained to school children. Luckily, you appointed Mr Joshua as our tour guide. He seemed to know Karnataka, in and out. From the way he spoke to me, I was convinced that children would learn a lot from this trip. Before reaching every place, he would narrate the history to the children in an engaging manner. I sensed that the children liked him.

As we toured every place, he gave elaborate information about things we saw, and when we went boating as Hogenakkal falls, he sang songs and the children were thrilled. They also made notes on what he spoke.

I highly recommend Mr Joshua as a tour guide for school children. He fits in just right. He is exceptionally brilliant and should get an increment for his work.

Yours sincerely
Luna Dsouza

Telegram - @officialieltsreality

Semi-Formal letter:

Your Manager has asked you to do a presentation at the upcoming training session. Write a letter to your manager and say

- **What is the topic of the presentation?**
- **What is the benefit of conducting a session on that topic?**
- **What are your requirements for conducting this presentation?**

SAMPLE ANSWER:

Dear Harrison,

I'm writing to you w.r.t to the presentation which is scheduled for this Thursday. I'm planning to talk about "Networking with people" as it is gaining tremendous popularity nowadays. My presentation will include information about soft skills, body language, tips to improve email communication and a Question and Answer session.

I think this presentation will help our staff improve their coordination skills and will undoubtedly make an impact on the way they communicate. As the majority of them work with clients overseas, they need to write perfect emails, and I'll strive to give some tips on skilled emailing.

I've booked the Gemini conference room for the presentation. The duration of the presentation is for two hours. At the end of an hour, I want to break for coffee for five minutes. It would be great if you can serve coffee in the presentation hall. For making the presentation, I require a projector and a mike.

Awaiting your response.

Yours faithfully,
Daniel

Telegram - @officialieltsreality

Informal letter:

You are getting married later this year. You want to invite your friend to the wedding. Write a letter to this friend. In your letter

- **tell your friend that you are getting married**
- **tell them when and where the wedding will take place**
- **ask them to help you prepare for the wedding in some way**

SAMPLE ANSWER:

Dear Natalie,

How are you doing? I have some news for you. Yes, I'm getting married to Shyam in December. I'll send the invite soon. I'm writing to give you a heads up. He is an Electrical Engineer at ABC Electric in the US. The marriage is going to be in a wedding hall in Bangalore, India.

I'm writing to you to help me with my marriage preparations. There will be seven auspicious events in our weddings called "Muhurthams". So, I need to select seven silk sarees. Since you've got a great sense of style, I want your help in choosing them. Also, we need to buy trendy gold and diamond jewellery. My mom has got tons of old-fashioned ones which we need to exchange. I also need your help in receiving our office colleagues and helping me with the decoration.

I want you to arrive two days in advance and be with me throughout the wedding. I can assure you that it will be very entertaining. You will enjoy your stay.

Awaiting your response.

With tons of love,
Sita

Telegram - @officialieltsreality

SET 16

Formal Letter:

You recently travelled by plane. While you were at the airport, a member of staff helped you with a problem, and now you would like to show him/her your appreciation. Write a letter to the manager of the airport.
In your letter

- **explain what the problem was.**
- **say how the member of staff helped you.**
- **say what you would like the manager to do to reward the member of staff.**

SAMPLE ANSWER:

Dear Sir/Madam,

I am Prakhyat, who travelled in Air India from the US to India. It was an official trip. I am writing this letter to express my gratitude to Mr. Suhail Joshi, who works at the help desk for delivering my missing baggage to my house.

After reaching India, my luggage did not arrive. I am a first-time flyer, so I panicked and did not know what to do. Somebody instructed me to reach the helpdesk. I met Suhail Joshi at the helpdesk and reported the problem to him. He calmed me and assured me that I would get my luggage back. Then he explained the procedures. He asked me to file a passenger irregularity report (PIR) and the detailed description of the luggage. He also asked me to fill the contact information and my local address. Then he gave me a claim number and a copy of the missing baggage report. He also told me that the airline would trace the luggage and deliver it to me by twenty-one days, failing which some amount will be reimbursed. After this, he asked me to leave peacefully.

But I did receive my luggage within 24 hours. I appreciate Mr. Suhail Joshi for being very responsible and tracing my missing luggage promptly. I would want you to reward him for his exceptional efforts.

Yours sincerely,
Prakhyat

Telegram - @officialieltsreality

Semi-Formal letter:

You are working for an international company. You have seen an advertisement for a training course which will be useful for your work. Write a letter to your manager.
In your letter, you should:

- **describe why you want to take the course**
- **explaining how it will be beneficial to the company**
- **tell who will be managing your work in your absence.**

SAMPLE ANSWER:

Dear Prasad,

I'm writing to let you know that I need permission to attend a two-day workshop on "Effective Management" which will be conducted in our Gurgaon office. I got to know about it from an internal email yesterday. I want to register for the workshop.

I'm leading a team now and soon would like to move to the next step in my career, team management. So this workshop will help me learn the techniques of management. From the program chart, I understand they have sessions on "Dealing with customers," "How to attract business," and "Promotion of products." These are essential skills that need to be acquired when managing a business. Overall, it will help me serve the company in a better way.

During my absence, Sheela can take over the team. She has around six years of experience and is technically sound. She is capable enough to clarify the doubts of team members. Also, I would be giving her a plan which she can execute.

Please be considerate and permit me to attend the workshop.

Yours faithfully,
Sarath

Telegram - @officialieltsreality

Informal letter:

You are starting a new business and need to build a website. You have a friend who works for an IT company who wants to help you. Write a letter to this friend. In your letter

- **describe your new business**
- **ask your friend to help you build the website**
- **say how you will thank your friend for his/her help**

SAMPLE ANSWER:

Dear Benjamin,

Hope this letter finds you in good health. I think you're aware that I'm going to start a new online business. I'm writing this letter to you so that you can understand my business. I want to start an e-platform for my current medical store.

I want to have a website wherein people can place orders for medicines online and mention the shipping address. Then, I would be delivering it to them. I rely on you for this. As you are an IT professional and have a good amount of experience creating websites, you should help me create one. As a start, I did try to register the domain name, but I was not sure how to proceed. So I want you to build it from scratch. Also, please teach me how to check the traffic for my website.

As you know, people have gone online for literally everything. Very few people come to the store to buy medicines. My business has gone on a loss because of a lack of a website. By helping me to create a website, you will help my sinking business come back to life. I would be grateful to you for your help.

Thanks in advance.

Warm Regards,
Lucas

Telegram - @officialieltsreality

SET 17

Formal Letter:

A company is going to open an office near your flat. In your letter you should,

- **Introduce yourself**
- **Describe your problems**
- **Explain what you want them to do for you**

SAMPLE ANSWER:
Dear Sir/Madam,

I am Gangandeep Singh residing at No. 14, Gandhi Nagar, Adyar. I have been living here for nearly ten years. It is a calm residential area. Now that Mr.Shah, who lives right opposite my house, has sold his property to your company's corporate division, I understand that you have plans to construct an office space here.

I am writing this letter to explain the problems that would arise if you choose to open an office space. First of all, there is no parking space. So your employees would exploit the road which would cause hindrance to residents of this place. I will not allow any vehicle to be parked in front of my house. Also, there would be a lot of noise, which would disturb the peace and tranquility of the space. I would be most affected, as I live right in front of your office space. I'm sure your employees will take breaks and go to the nearby food joints and litter the place all over, which will make this place very dirty.

I have explained all the possible problems that would arise in opening up an office space in Shah's place. Please reconsider your decision and allow the residents of this area to live in peace. I am hoping for a positive reply from your end.

Yours sincerely,
Gagandeep Singh

Telegram - @officialieltsreality

Semi-Formal letter:

You work for an international company, and would like to spend six months working in its head office in another country. Write a letter to your manager.
In your letter:

- **explain why you want to work in the company's head office for six months**
- **say how your work could be done while you are away**
- **ask for his/her help in arranging it**

SAMPLE ANSWER:

Dear Victor,

I am writing this letter to tell you that I am interested in working in the headquarters of our company situated in California for a brief period of six months. I need this opportunity to better understand the client's needs and gain insight into California's work culture. It will help me improve my efficiency and, in turn, help us to build a long term relationship with the clients.

Although we have frequent client calls regarding the new projects, I would like to travel to California to understand the hardware setup. I am also planning to request a knowledge transfer session on the hardware division, which will help me assist my team in developing better software.

During my absence, Noah can take up responsibilities. He has proved his abilities, and I'm confident that he will be able to assist the team. Also, I'll check my email regularly and respond to queries from team members here. All I need is your approval to work in the head office. I would request you to process my Visa application at the earliest.
Looking forward to your reply.

Yours faithfully,
John

Telegram - @officialieltsreality

Informal letter:

An English-speaking friend has written to ask you for help in arranging accommodation in your town / city when he/she visits next month. Write a letter to this friend. In your letter

- **give details of some accommodation you think is suitable for him/her**
- **suggest what your friend should bring with them**
- **recommend some places for him/her to visit on the trip**

SAMPLE ANSWER:
Dear Ava,

Hope this letter finds you in the best of your spirits. My happiness knew no bounds when I read your letter that you are coming down to Shimoga for a holiday. I'm delighted at the thought of having you here. You need not worry about accommodation. We have a huge ancestral house with many rooms, and I've arranged a place for you on the first floor. Though it looks traditional on the exterior, we have furnished the house with all the modern pieces of equipment. So, you can be at ease here.

All you have to do is to bring a bag of clothes. Shimoga is cold (Though not as severe as New Zealand). So do bring your winter clothes. It will be helpful here. Other than that,
I don't think it's necessary to carry anything.

I assure you that I'll be with you throughout your stay here. I've taken some days off work as well. We can visit the Jog Falls, Dabbe Falls, Barkana Falls, Kunchikal Falls, Gudavi bird sanctuary, Sakrebailu Elephant Camp, Gajanur Dam, and Agumbe.

Awaiting your arrival every moment.

See you soon,
Shilpa

Telegram - @officialieltsreality

SET 18

Formal Letter:

Write a letter to a hotel manager about attending a business meeting in another city. In the letter, mention,

- **What's your plan for the meeting?**
- **Write about what other facilities you want**
- **Write about accommodation you require**

SAMPLE ANSWER:

Dear Sir,

I am Ryan Thomas, a consultant at ABC company. Our company is organising an important meeting in Gurgaon with Mexican clients. So we have chosen your Hotel to arrange the meeting. Since your Hotels group has established a name, we are confident that you will be able to arrange the facilities for us skillfully. It is a two-day event with two meetings per day, each running for 3 hours.

We need uninterrupted wifi, spacious conference rooms with soundproof doors and windows, projectors, and soundbars. We also need a helper to reach out to if any equipment becomes faulty during the meeting. It would also be a pleasure if you could provide us with a mix of Indian and Mexican cuisine.

We need individual first-class suits for all our six Mexican clients. As for me, I would require a double sharing room with all the amenities. The budget is not a constraint. Please do write to me about how you are going to accommodate us.

Looking forward to hearing from you soon.

Yours sincerely,
Ryan Thomas

Telegram - @officialieltsreality

Semi-Formal letter:

You recently went to a concert and thought one of the band players was very good. You want to tell how you feel. Write a letter to the band player.
In your letter:

- **say how you feel about his/her performance**
- **give details of your music-related activities**
- **explain how you would like him/her to help you with your music-related activities**

SAMPLE ANSWER:

Dear Fredrick,

First of all, many congratulations on your extraordinary guitar performance at "Susanna Hall." I'm a great fan of yours and was thrilled watching you perform live. The music gave me goosebumps. It is one of the moments that I would treasure in my life forever.

I'm a budding guitarist, and also a member of the local music band. We have performed at several mini-concerts in nearby areas. I've also written songs on my own and played them. Sometimes, I was able to sense that the audience liked them.

I listen to many guitarists to fine-tune my music. But I've never got a chance to meet any of them. Having attended your concert, I got encouraged to write to you. I'm hoping you could help me learn the nuances of playing guitar and share valuable tips. Please spend some time with me to help improve my skills. It would be a privilege to learn from you.

Please be considerate of my request. Awaiting your reply.

Yours truly,
Jack

Telegram - @officialieltsreality

Informal letter:

An English-speaking friend would like to visit your town / city and has written to you to ask for some advice. Write a letter to this friend. In your letter

- **say when the best time to visit your town/city is**
- **tell your friend what the most interesting places are**
- **suggest where they can find cheap accommodation**

SAMPLE ANSWER:

Dear Mia,

Hope this letter finds you in the pink of your health. I'm pleased about your plans to come to Bangalore. I'm more than willing to help you clarify your doubts about your stay here.

Bangalore is generally a cool place. But it is best to visit in March-May when it is a mix of Spring and Summer. You don't have to worry about summers here. They are not scorching hot. It starts raining in August, and by December it turns freezing.

There are plenty of exciting places to visit like Commercial Street, MG Road, Bangalore Palace, Cubbon Park, Lalbagh, plenty of malls and amusement parks, ISKCON temple, Ulsoor lake, Vidhan Soudha, Nandi Hills, Devarayana Durga temple, etc.

Regarding accommodation, I've some cheap and best options from which you could choose one. "Apple Tree Suites" in Koramangala is the best option. However, I would also recommend the Treebo Trip Roxel Inn in Domlur, located 5 km away from Embassy Golf Links Business Park.

I think this advice was useful to you. I am hoping to see you soon in Bangalore.

With love,
Roopa

Telegram - @officialieltsreality

SET 19

Formal Letter:

You have ordered a product on a website and received a different product. Write a letter to the company. In your letter

- **Describe the product you ordered**
- **Explain why you aren't satisfied with the product you received**
- **Let them know what actions you expect them to take**

SAMPLE ANSWER:

Dear Sir/Madam,

I am writing this letter to express my concern over a product shipped from your online store. I ordered an electric stove, but the product I received was an electric cooker. I was indeed suspicious on seeing the way it was packed. But I opened the pack only after I received the product.

Infact, I went through the details of the order I placed and confirmed that it was an electric stove. I am wondering how careless your staff could be in making this mistake. I did call your customer care but did not receive a satisfactory response. Since I unpacked the product, they said it is not fit for a replacement.

I have the order details with me. I am looking for a replacement. Kindly assist me on how to go about it. I paid three thousand rupees for the electric stove, and the product I received is worth only a thousand rupees. I would either require a refund of the money I paid for the electric stove or would want you to replace this electric cooker with the electric stove I ordered.
Awaiting your reply.

Yours sincerely
Arianna

Telegram - @officialieltsreality

Semi-Formal letter:

During a recent plane journey, you sat next to a businessman who owns a chain of restaurants. You talked to him and he suggested that you should contact him about a possible job in one of his restaurants. Write a letter to this businessman In your letter,

- **remind him when and where you met**
- **tell him what kind of job you are interested in**
- **say why you think you would be suitable for the job**

SAMPLE ANSWER:

Dear Mr.Alexander,

I'm Tony Thomas working as Manager in the Alfie Hotel in Mumbai. I would like you to recall our conversation on a flight from Mumbai to Bangalore. We sat next to each other. You were explaining about a new chain of restaurants that you're going to open in Bangalore and also told me of your plans to hire people for it.

You asked me to get in touch with you, and we got connected on Whatsapp. I did send a linkedin invite, which you accepted immediately. I've completed my master's in Hotel Management from a reputed university in India. Currently, I feel I'm underpaid, which is why I'm looking for other opportunities. I remember you telling me that you're willing to offer handsome packages for potential candidates. I'm interested in working as a Manager in one of your restaurants in Bangalore.

I've an experience of nearly six years in this industry, and I hope my expertise will be beneficial for your project. I've also travelled to Japan for six months, and I'm quite familiar with Japanese etiquette. Given an opportunity, I promise to exceed your expectations.

I've also attached my resume. Please feel free to contact me in case you have open positions.

Yours truly,
Tony Thomas

Telegram - @officialieltsreality

Informal letter:

Write a letter to your friend inviting him/her to a music concert.
Please say:

- **Where and when does the concert start?**
- **What type of music will be played there?**
- **Why do you think your friend will enjoy it?**

SAMPLE ANSWER:

Dear Bella,

Hope this letter finds you in the best of your spirits. I'm writing this letter to invite you to a concert by Bryan Adams, which will be at the Royal Festival Hall, London. I've booked the tickets for both of us, and the show will begin at 6:00 PM sharp.

I know you're a big fan of Bryan Adams, and this will be great news for you. He is going to sing some of his best pieces of music like "Summer of '69", "She Knows Me," "You're Still Beautiful to Me," "Here I Am" and "Run to You." Several other musicians will also be performing along with him.

I'm thrilled at the thought of both of us watching the show together. I know you must be excited as well. The fact that you are going to watch your favourite star performing live would make you go crazy. I'm sure you will enjoy the music and will treasure this memory forever.

See you soon,
Ava

Telegram - @officialieltsreality

SET 20

Formal Letter:

You want to improve your knowledge of foreign languages which can help you at work. Write a letter to a foreign language teacher and say

- **Where did you hear about the teacher?**
- **Why do you want to learn a foreign language?**
- **Ask some questions about the course.**

SAMPLE ANSWER:

Dear Sir,

I am Lawrence working as a principal Engineer at ABC company. I got to know about you from the column posted in the newspaper "Times now" dated 4/6/2020. The Friday edition of the paper has a column called "Know your neighbours." Your details were mentioned there. I understand that your Language center is in Leeds Street, Northampton. It is a half-an-hour drive from my office.

Our company has won a Japanese project. Since I'm going to be incharge of meetings and discussions with the Japanese, I want to impress them by talking in their language. I know Japanese scripts are challenging, but I'm confident in your abilities. You had mentioned in the newspaper that many of your students have successfully qualified in the Japanese-Language Proficiency Test.

Please send an email to me on the fee you charge for the course. Also, give details on when the session begins, the duration of the course, and the timings.

Awaiting your reply.

Yours sincerely,
Lawrence

Telegram - @officialieltsreality

Semi-Formal letter:

The organizer of the annual festival is going to organize the festival in your place. Write a letter to the organizer giving feedback for last year and suggestions for this year.
In your letter, you should:

- **give your feedback for the last festival**
- **tell what you can do for the new festival**
- **suggestions about the new festival.**

SAMPLE ANSWER:

Dear Mr.Ayan,
I'm writing this letter w.r.t to the Diwali celebration that you are organising this year. Since I had been part of the festival organising committee for several years, I would like to share my feedback on last year's Diwali and suggestions for the upcoming one.

I think you're aware that Diwali occurs in the rainy season. But, in my opinion, it was poorly planned last year. The committee had planned to burst crackers at night in the open air. The celebration was planned at 7:30 PM, but it started to rain heavily. By the time it stopped raining, it was 8:30 PM. The crackers got wet and were thrown into the bin. We had collected funds for crackers and were not able to give a proper explanation of why they were kept in the open air. For this Diwali, please don't keep the crackers in the open air. Please keep them in a separate room and appoint a person to distribute them in small quantities to people. This way, we can add value to the contribution. I can help you purchase the crackers because I know the owner of "ABC crackers" personally. They give discounts for bulk orders. I would also like to make this year bigger than last year, we can add more games this year. Let's look for small vendors who are willing to sell food in the festival. A mix of crackers, games and food will be amazing and much appreciated.

Also, please write to me about your plans for this festival. I'm as excited as the others about the fast-approaching Diwali.

Yours faithfully,
Ram

Telegram - @officialieltsreality

Informal letter:

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**

SAMPLE ANSWER:

Hi Seema,

I'm happy to hear from you. It's been such a long time since we graduated from "Stony Brook University." By reading your letter, I understand that you've acquired a good deal of experience in drawing hardware design by working in Kyoto, Japan. I also understand that you're eager to move to the US.

Several companies in the US are hiring for hardware Engineers. The demand is very high. Since you are trained in Japan, you'll be all the more preferred. Given your expertise in system testing in Japan, I thought it would be apt to look for positions in Testing. And please call yourself very lucky, because ABC company is hiring for system test Engineers.

All you have to do is to go to their official website. Search for 'jobs in the US'. On locating your job, apply for it by giving your details. Your profile will be added to their database, and they will call you if they find a match. I'm pretty sure that you're going to receive a call from the "ABC" company. Stay prepared for the interview.

With love,
Su Li

Telegram - @officialieltsreality

SET 21

Formal Letter:

Write a letter to the translation agency for translating some documents.

- **which document**
- **what you will do with that**
- **why it is urgent**

SAMPLE ANSWER:

Dear Sir,

I am writing this letter to request you to translate some Japanese documents that contain details about an internship I did in the Kawasaki factory in Japan. I need this document urgently.

I completed my master's in Sweden and did my thesis in Electrical Engineering in Sweden. Impressed with my thesis, a Japanese company hired me as an intern in their factory for six months. At the end of the term, they awarded me with an internship certificate in Japanese. On the successful completion of the internship, I got a job offer in the US. They need a translated copy of the internship certificate.

I need to submit the document as soon as possible. The company in the US will release the offer letter only after receiving the translated copy of the internship completion certificate. I have to submit the document by the twentieth of this month, failing which my job offer will be cancelled. Please be considerate and get this translated on priority.

Awaiting your reply.

Yours sincerely,
Sushil Sahay

Telegram - @officialieltsreality

Semi-Formal letter:

You promised a friend that you'll teach their child English. Write a letter to an English teacher that you know to ask for some study books.

In your letter

- **Give details of the child**
- **Explain how you will teach him/her**
- **Say what books you'd like to borrow.**

SAMPLE ANSWER:

Dear Mrs. Sunita,

I hope this letter finds you in radiant health. I think you already know that I'm an ardent fan of your English lectures at the University. I still revere the note of appreciation you gave me during the first semester. Last time, I wrote to you about my business trip to Japan. I made some Japanese friends, and one of them wants me to teach English to her six-year old son, for which I gladly agreed. I'm writing this letter to ask you for some study books which will help me teach better.

Since the child is from Japan, where they don't teach much English, I'm wondering where to start. He can frame Japanese sentences easily, but when it comes to English, his grammar is abysmal. He is struggling to form sentences.

The reason is that he thinks in Japanese and translates those words into English. I want to train him to think in English first. That way, he will find the language easier. Also, I've decided not to talk to him in Japanese. It is still a mystery that he can write complicated Japanese letters and not the comparatively much simpler English counterparts.

I already have the "Wren & Martin," but I want you to send books like "Collection of Poetries" and some Shakespearean dramas, which I will simplify and narrate as stories and rhymes. If you think anything else will help me, don't hesitate to add them to the list.

I am looking forward to hearing from you.

Yours sincerely,
Annie

Telegram - @officialieltsreality

Informal letter:

You recently received a letter from a friend asking for advice about whether to go to college or to try to get a job. You think he/she should get a job. Write a letter to this friend. In your letter:

- **say why he/she would not enjoy going to college**
- **explain why getting a job is a good idea for him/her**
- **suggest types of job that would be suitable for him/her**

SAMPLE ANSWER:

Dear Ronnie,

How're you doing? I'm delighted that you have written to me, asking for advice on making an important decision in your life. I'll try my best to guide you through.

First of all, you must be practical and understand that you are from a low-income group, and your high school scores don't qualify for a scholarship. Given the financial burden, you would not enjoy going to college. So I would advise you to take up a job. It will make you independent. After you've saved a good amount of money, you can attempt the scholarship again. This time, you would have real-time work experience as well. So you might have a good chance.

I would advise you to join as an apprentice in a law firm and gain experience. Initially, you could manage simple accounts and progress with time. If you do not like this option, you can join as a customer support personnel in any digital services company. In this job, you can interact with people daily.

Hope it was a useful piece of advice for you.

With love and care,
Elliott

Telegram - @officialieltsreality

SET 22

Formal letter:

You recently discovered that there are plans to construct an airport in your locality. Write a letter to the local authority.

In your letter, you should:

- **explain how you knew about the plans**
- **describe the negative effect of the construction on your neighborhood**
- **suggest a possible solution to the problem.**

SAMPLE ANSWER:

Dear Sir/Madam,

I'm writing this letter to express my anguish over your plans to construct an airport in the byroad of "ABC" town.

I'm John, and I reside in No. 10, Orange Gardens, ABC. I was going through the news yesterday and was shocked to read that the local authority is considering giving away the byroad for the construction of an airport. I did phone a few friends of mine who are also residents of the place, and they seemed equally worried.

I would like you to consider some facts before you go ahead with your plans. I'm sure you're aware of the water requirements of an airport. The Silver lake is supplying water for the "ABC" town. Because the airport would utilize much of the lake's water, our residents would be facing a severe water shortage. Also, airports let out a lot of wastewater. This water would penetrate the soil and debase the land value of "ABC." Also, the greenhouse emissions from the airport would reduce the air quality index of our area. Besides, airports create a lot of noise. So we would be losing the tranquility that we were enjoying for long.

I would suggest you improve the existing airport located in the "CDE" area, instead. It has already been in use for a long time, and it would be great if you could upgrade it.

I hope my explanations are convincing and you would consider the alternative I suggested.

Yours Sincerely,
John

Telegram - @officialieltsreality

Semi-formal letter:

You have a meeting with your manager the next day. Write a letter telling him/her what you are going to discuss in the meeting.

In your letter, you should tell:

- **what you have done for the company in the year you worked there**
- **what changes you would like to recommend**
- **what training you require**

SAMPLE ANSWER:

Dear Robert,

I'm writing to remind you of the meeting at the Gemini conference room tomorrow morning. Our agenda is to discuss the defects that escaped our testing.

I would like to throw some light on my accomplishments, in the capacity of a lead, last year. When the project was in its initial stages, our team was struggling with a test strategy. I had introduced the process of categorizing the test cases, which enabled easy execution. Also, I was a key member in creating a tool to document our test results. This helped a great deal in improving customer confidence and won appreciations too. Infact, we won two small projects.

With regard to the defects, we need to introduce a new phase between requirements and test plan, where we identify the possible defects for each scenario. We also need to work with the planning and development teams closely to get an upper hand on the defect prone areas in the code. Further, we need to document the scenarios and ensure that we declare testing complete only after finishing this checklist.

Besides, I would like to get trained on the "7-scale" program on defect identification and elimination conducted by our company. I believe that this would help me guide the team in an effective manner.

I'm eager to meet you tomorrow and discuss this in detail.

Yours sincerely,
Jim

Telegram - @officialieltsreality

Informal letter:

Write a letter to your friend about a job opportunity you came across that they might find interesting.

In your letter, you should:

- **give some details about the job**
- **mention how you came across the job opportunity**
- **explain why you feel the job would be suitable for your friend**

SAMPLE ANSWER:

Dear Darcy,

I hope all is well with you and your family. It's been a while since we met each other. You might be surprised to see my letter, but I must tell you that this is very important. I know you're struggling to make ends meet with your current job as a sales officer. You have some good news. There is a vacancy for the post of Marketing Manager in my company. I got to know this through our internal email system.

The pay is excellent, and it is a nine-to-five job. You don't have to work on weekends. Your primary duties would be to interact with the customers in North America and translate their requirements to the team here. Also, you've to monitor the reports.

This is a very great chance for you to earn well. You've been working as a sales officer for six years and are fully qualified for this position in terms of experience. You've been desperate to buy an apartment in the "ABC" area, and this job will make your dreams come true.

Think it over and tell me if you're interested. I will go ahead and refer you for the post.

Good Luck,
Sam

Telegram - @officialieltsreality

SET 23

Formal letter:

You are doing an evening course. Write a letter to the principal of your school and explain that the course that you are taking is slightly different in the way it is delivered from what the school offered. In your letter

- **provide the details of the course.**
- **explain what the problem is**
- **give some suggestions to fix the problem.**

SAMPLE ANSWER:

Dear Sir / Madam,

I'm Sophia, a student of International Languages at your esteemed institution. The course enables us to choose two international languages, and each runs for six months. I chose Japanese and German. I'm writing this letter to bring to your notice, the deviations, I found in the Japanese language course taking place in the evening.

It's been four months since I joined this course. The course brochure said that every language course would involve interaction with the particular countrymen, either via travel to the nation or by visiting the respective embassy. Also, it was mentioned that we would have lectures by respective countrymen. For instance, if it were the Japanese language, some lectures would be conducted by Japanese professors. But to my utter dismay, the classes are run by Indian lecturers only. We were never taken to the Japanese embassy, and I haven't seen a Japanese lecturer till date. The course is almost reaching completion, and I thought it would be good to let you know about it.

I've paid a whopping sum of 2 lakh rupees considering the sessions promised. So, I request you to intervene with the course organising committee and arrange for the missing lectures and interaction, at the earliest.

Awaiting your reply.

Yours sincerely,
Sophia

Telegram - @officialieltsreality

Semi-formal letter:

Write a letter to your manager to report a mistake you found in a magazine article about your company.

In your letter

- **Describe the magazine and the article.**
- **What was the mistake?**
- **Explain what you would like the manager to do about it.**

SAMPLE ANSWER:

Dear Jack,

I'm glad to inform you that we're in the news. The "ABC" magazine has written an exclusive article on major acquisitions this year, and it has featured our company in the top 5 list. But I'm afraid we won't be in the top 5 if they have taken the accurate figures.

The article says that we made some key acquisitions this year, which is true. But it says that we acquired company "X" for a price of 2 million euros. The figures are blown out of proportion. We paid only 1 million euros. Also, it says we made six acquisitions which is wrong. We made only five acquisitions. The calculations were made on six acquisitions and 2 million euros which made us reach the top 5. The magazine has got a huge reputation in the business circles and among the elite community. So it is important for us to have accurate information furnished.

Please permit me to write to them on the same. I will send copies of our actual purchase details as evidence and ask them to recalculate positions. Also, I will urge them to apologize for their carelessness in creating content for the article.

I'm expecting your full cooperation in this matter.

Yours sincerely,
Tom

Telegram - @officialieltsreality

Informal letter:

Your friend is planning to go on a business trip to a city you know well. Write a letter to your friend.

In your letter

- **tell him/her about some attractions to go sightseeing**
- **recommend a restaurant to eat**
- **give some advice on transportation**

SAMPLE ANSWER:

Dear Mary,

I hope this letter finds you hale and hearty. I was excited when I received your letter saying that you're travelling to Atlanta for a business trip. As I had been there for a year, I would like to put my two cents on how to spend your time there.

There are plenty of museums in the place. As you're a history geek, I would suggest you pay a visit to the Fernbank museum of natural history, Michael C Carlos Museum, and the David J Spencer museum. Don't forget to visit the Atlanta zoo. You can go shopping at the Buford Highway International Corridor, Northlake Mall, and the Mall at Stonecrest.

Regarding stay, I would advise you to stick to your company accommodation. Alternatively, you can consider the Star suites in the IT corridor, which is very economical. When I stayed there, I dined in Doraville Delights. They serve good food.

For travel, you may use Atlanta's public transportation system, MARTA. Their buses ply all over. Besides, there are rail lines too which you can try.

I hope you will find this information useful. Do give me a call once you reach there.

With lots of love,
Amy

Telegram - @officialieltsreality

SET 24

Formal letter:

You experienced an incident on public transport that caused you distress. Write a letter to the manager of the public transport company. In your letter

- **describe the incident**
- **explain how this incident affected you**
- **suggest what could be done about it**

SAMPLE ANSWER

Dear Sir/Madam,

I am writing this letter to report an incident that happened when I travelled by the government bus from Gandhi Nagar to Nehru Nagar in Bombay. I had been to Gandhi Nagar to see my cousin, who had been discharged after major surgery. I drove to the place by car on my own. After spending some time with my cousin, I wanted to leave. When I got into my car, I suspected some problem with the clutch. So I put my car at the service station and decided to take a bus. I walked to the bus stop in Gandhi Nagar and waited for A31 which goes to Nehru Nagar.

I got on the bus. Since it was crowded, I was standing. When the conductor approached me, I held out a hundred rupee note. He passed by me as if he hadn't noticed. He walked hither and thither but never bothered to take the money from me. I waited for nearly 10 minutes and then asked him why he was not interested in giving me a ticket. He called me insane and said that nobody gives a hundred rupee note for a ticket worth 10 rupees. I explained my situation, but he was unwilling to listen. I argued that bus conductors are supposed to issue tickets for any reasonable sum of money offered. Since he remained stubborn, I stood there without a ticket. Suddenly, the bus stopped, and a checking inspector entered. Since I did not have a ticket, I was asked to get down and taken to the police station. I explained that it was the conductor's fault. After an hour's argument, the inspector agreed and let me go. But it made me sleepless for two nights. The embarrassment hurt me badly. Had I given him a five hundred rupee note, it would have been right to have called me mad.

I would request you to urge the conductors to accept any reasonable sum of money, issue the tickets and return the fare difference.

Expecting your immediate action in this regard.

Yours sincerely,
Ram

Telegram - @officialieltsreality

Semi-formal letter:

Your family is going to celebrate an occasion and your child needs a day off from school. Write a letter to the headmaster of the school.

Include the following in your letter:

- **What the occasion is**
- **Why it is important that your child attends the celebration, and**
- **How your child is going to make up for the missed lessons.**

SAMPLE ANSWER:

Dear Mr. Paul,

I'm Nalini Gupta, parent of Shyamala Gupta studying in the seventh grade in your esteemed school. I'm writing this letter to request a day's leave on Thursday, the 10th of November.

My in-laws are staying in Kolkata, and they are celebrating their 40th Anniversary on the 10th of November. I feel it is of utmost importance for my daughter to receive the blessings of her grandparents on the auspicious occasion. Moreover, we've invited all the family members for the celebration. So it is an excellent opportunity for my daughter to mingle with people. We're travelling by air, and will return on the same day.

As a dutiful mother, I promise you that we will make up for the lost classes. I've made arrangements for my daughter to borrow notebooks from Keerthy, who is her friend and is studying in the same class. Shyamala is the topper in her class, and I hope she will not have any difficulties in coping up. Besides, I will go over the notes with her and will ensure that she completes all the assignments.

Awaiting your reply.

Yours faithfully,
Nalini Gupta

Telegram - @officialieltsreality

Informal letter:

You read a newspaper article that captured your attention. Write a letter to your friend and recommend reading the article.

Include the following in your letter:

- **Where and when the article was published**
- **What the article was about**
- **Why it is important that your friend reads it.**

SAMPLE ANSWER:

Dear James,

I hope God keeps you happy all the time. As both of us nearing our late sixties, I thought it is important to share any news on health. You know that I read "The Clock" regularly. This Sunday, there was an article on cancer.

As both of us are ageing, we need to know the real facts about certain diseases like cancer so that we get rid of our fears. Infact, I remember you were saying we should never fall prey to it. This article is written by an oncologist who has an experience of nearly 40 years. He had explained that not all types of cancer are malignant. Some of them allow us to live. They are called non-malignant cancers. Also, he had explained how to deal with the disease once you get to know that you have it. I'm sure that it will enlighten you.

As you fear cancer, it is imperative that you read the article. Knowing and the truth and learning to deal with it will make you confident and prepare you for the worst. The article also sheds light on how to accept the fact that you've got the problem which is crucial for people of all ages. The doctor's telephone number is also mentioned in the article. You may book a consultation with him if you're interested.

Do read it and tell me how you feel.

See you soon,
George

Telegram - @officialieltsreality

SET 25

Formal letter:

You recently organized an event that was mentioned in a newspaper article. The article had some incorrect information about the event. Write a letter to the newspaper editor and include the following in your letter:

- **When and where the article was published**
- **What information in the article was wrong**
- **How you expect the editor to correct the error**

SAMPLE ANSWER:

Dear Sir/Madam,

I am Navya Sinha, residing in Nehru Street, Calcutta. I am writing w.r.t to the article published on your supplementary, "Extraordinary news" last Tuesday. The article made me famous, but I'm sorry to say that it was erroneous.

I celebrated this year's Durga pooja in a grand manner. On the last day, I had organised many activities for the residents of our area. I had also arranged for a kathak dance by the famous "Sheethal Verma". The residents actively participated in the activities and enjoyed the dance performance. The article had described the events beautifully. It had also appreciated me for taking pains to invite the famous Kathak dancer.

But the dancer's name was mentioned as "Shweta Sharma" which is incorrect. The dancer was very much disappointed about it. I know her personally and could understand how much it hurt her. All the more, I organised the events on the tenth day, but the article says it was on the ninth day of the Durga pooja.

I would be happy if you could publish a note of correction in the next edition. Also, it would be great if you could publish the photograph of the dancer with the correct name under it.

Yours sincerely,
Navya Sinha

Telegram - @officialieltsreality

Semi-formal letter:

Write a letter to your trainer to let him/her know that you cannot continue doing a sport activity with him/her.

In your letter

- **Give details of the sport activity and your session times**
- **Explain why you are leaving**
- **Tell the trainer what you liked about him/her.**

SAMPLE ANSWER:

Dear Rita,

I'm writing to inform you about my decision to drop out of the tennis training classes. I had enroled in July and have been attending the evening classes from then on.

I'm a resident of Shastri Nagar, and I opted for tennis training in your Shastri Nagar branch. But we're moving to a new house in Indira Nagar which is far away from your training centre. I do own a two-wheeler but it would take an hour for me to ride from Indira Nagar to the centre. Considering the traffic in peak hours, which is when we usually leave, it would take more than an hour for me to reach my new home. So I've no option but to quit.

I must tell you that you've been an excellent trainer. You taught me how to manage the energy levels till the end of the game. Also, your fitness tips were terrific. I know my game has improved tremendously under your able guidance. You're truly a fantastic coach.

I wish you success in all your future endeavours.

Yours sincerely,
Seema

Telegram - @officialieltsreality

Informal letter:

Write a letter to a friend asking for a recipe from his/her country for the party you are organizing.

In your letter

- **Tell your friend about the party**
- **Ask for the recipe**
- **Explain why you need the recipe from his/her country.**

SAMPLE ANSWER:

Hi Sakura,

I hope this letter finds you in the pink of health. You've been a great colleague cum friend. You made me enjoy my stint in Japan. I can never forget our long evening walks in the office. You'll always remain close to my heart.

My husband works for a Japanese company too. He has a lot of Japanese friends. They have planned to visit important places in India. My husband has arranged a party for all of them at our house. So I'm writing to you to ask for some vegetarian Japanese recipe ideas. I know you include fish in most of your dishes. But I want you to think through and tell me a pure vegetarian recipe that would be a great addition to our Indian cuisine.

I want to impress everyone at the party with my preparation. I'm willing to go the extra mile and prepare the sauce and broth on my own. But do not forget! They have to be completely vegetarian.

Awaiting your reply eagerly.

Love you,
Sheela

Telegram - @officialieltsreality

SET 26

Formal letter:

Your local council is closing the children's playground in your locality as not many children visit the park. Write a letter to the council requesting not to close it. Include the following in your letter:

- **How important is the playground for children?**
- **Why don't children go to the playground?**
- **What can be done to bring children back to the park?**

SAMPLE ANSWER:

Dear Sir/Madam,

I'm Thomas, residing at No.10, Silversmith street, Lucknow. I understand from the papers that the local council has decided to close the children's playground in our locality. I am writing this letter to ask you to reconsider your decision. Playgrounds are an outlet to children after slogging in school. They can rejuvenate themselves and avoid getting burnt out. When they play as a group, it lightens their pressure of study. I have indeed seen children rushing to the playground and pestering the watchman to open the gate. The fresh air and sunlight are vital for their overall well being. Also, the playground has been there for ages.

Of late, not many children come to the playground. There are many reasons for this. It is poorly maintained. Also, it is situated at the back of a river, and due to the recent rains, extra water from the river flooded the playground and made it unfit for play. All the play equipments got immersed in water. Mosquitoes started breeding in the filthy water. Infact, we had to make arrangements to suck the water. Parents stopped sending their children to the playground after this incident. Proper remedial measures could bring the children back to the park. The first step would be to create channels of diversion for the water from the river so that the playground remains safe. Also, a gardener must be appointed to take care of the weeding and pruning of little shrubs and bushes. Our association is willing to contribute a reasonable amount of money towards the renovation of the playground.

Expecting your immediate action in this regard.

Yours sincerely,
Thomas

Telegram - @officialieltsreality

Semi-formal letter:

Write a letter to your former employer to ask him/her for a reference letter to give to your new employer.

In your letter

- **Remind him/her about what you were doing in the company.**
- **Tell him/her about the responsibilities in your new job.**
- **Ask him/her for a reference letter.**

SAMPLE ANSWER:

Dear Nova,

I'm Olivia, the then team lead of the "Digital transformation" team in "The West Guinea Project" in which you were the Manager. It was a fixed price project, and we did win some appreciations from the client. In fact, you had rated me among the top 5 performers. The project was over in 6 months, and we were allotted to different divisions. I did work for another six months in the company. Now I'm switching over to "The Systematic", where they're willing to offer me the role of a Business Analyst. The pay is also good. I'm writing to check if you will be interested in giving me a reference.

IELTS Material

In my new role, I will collaborate with clients abroad, involve in design and plan, translate requirements and also give directions to a team of four. Additionally, I'll also be doing some critical pieces of coding. I cleared the technical rounds effortlessly. Considering my experience, they say that I'm a perfect fit for the job.

As I was reporting to you in the "The West Guinea Project", I think you're the best person who knows my potential. We've had a lot of interactions, and in fact, you told me that I was one of your trusted personnel. So I never gave a second thought and decided to check with you for your willingness to provide a recommendation. Do let me know what you think.

Awaiting your response.

Yours faithfully,
Olivia

Telegram - @officialieltsreality

Informal letter:

Your photograph has won a prize in a photography contest. Write a letter to your friend to invite him/her to the event.

In your letter

- **give him/her details about the contest,**
- **explain what the photograph is about and where you took it,**
- **tell him/her about the prize you won.**

SAMPLE ANSWER:

Dear Emma,

I hope this letter finds you in radiant health and the best of spirits. We've been friends from school but somehow lost touch after we joined University. But I do remember your interest in paintings and photography. Indeed, you motivated me towards art and taught me how to appreciate nature. I'm writing this letter to tell you that I've won the second prize in the photography contest held by "The Moon" magazine. They have organised a grand event to honour the winners. I would like you to be there with me.

I recently went on a trip to the Himalayan mountains and managed to reach the source of the river Ganges. I was enthralled by the atmosphere and in an attempt to capture the precious moments, took some photos in my mobile. They came out well. When "The Moon" announced a photography contest, I sent these pictures. To my surprise, the jury selected it.

The organiser of the event telephoned me yesterday and informed me about the prize. It is the latest model digital camera of the Canon brand. I'm so excited, and I'm sure you would be too. The event begins at 3:00 PM. I would be delighted to have you with me.

Please do write to me about your plans.

Affectionately,
Natalia

Telegram - @officialieltsreality

SET 27

Formal letter:

Your local city council has decided to pull down the oldest building in your area because of monetary problems. Write a letter to the planning manager. In your letter

- **Say why this building is important to you**
- **Explain what purpose this building can serve in the future**
- **Suggest possible ways to generate funds for the repair work**

SAMPLE ANSWER:

Dear Sir/Madam,

I'm writing this letter after learning about the local council's decision to knock down the thousand-year-old building in the Bay area. I would request you to reappraise your stand.

The architecture of the building is unique and unparalleled. It was built by the Mughals and is a testimony to their engineering skills. The carvings and motifs on the walls are important historical pieces. It is not made of bricks but stones shipped from Iran and Arabia.

Due to lack of maintenance, the building lost its glory. If renovated, it can serve as a major tourist attraction and bring in a lot of revenue. It can also serve the interests of archaeologists. Infact, they may even take over the responsibility of maintaining it.

It is true that we need funds for refurbishment. Since the building is strong, we can arrange for musical concerts and dance programs by famous artists. The local council can also rent the building for stage shows. Besides, it can also raise funds by collecting donations from the locals. They will gladly help.

I hope you will contemplate the suggestion and re-examine your decision.

Yours sincerely,
Oliver

Telegram - @officialieltsreality

Semi-formal letter:

You work for a company and have recently decided to leave it. Write a letter to your manager.

In your letter

- **Tell him/her that you will leave the company.**
- **Explain what you learned while working for the company.**
- **Tell him/her what you liked about the company.**

SAMPLE ANSWER:

Dear Natalia,

I'm writing to let you know that I want to be relieved from my duties and responsibilities as Team lead effective from 2nd of December. I'm willing to serve the notice period for a month.

As a manager, you have always encouraged me and stood by me during the tough times. I gained immense knowledge in the Digital domain. I also got an opportunity to work with some of the veterans in this field. The proficiency I've acquired from interacting with these people will definitely help in the long run. My colleagues were very amiable and approachable all the time. I can never forget the wonderful people I met here.

The company was keen on upskilling people which had strengthened the survivability of its employees in the Engineering sector. I had written many tests while at work, and every time I qualified in an exam, I became more confident. The management was fair and transparent, and there were no instances of bias.

I will ensure that my tasks are completed and will also arrange for a knowledge sharing session with the team members. The world is a very small place, and I'm sure we will cross paths in future.

Yours faithfully,
Sayuri

Telegram - @officialieltsreality

Informal letter:

Write a letter to your friend to ask him/her to develop a website for your business.

In your letter

- **Give a brief description of the business**
- **Mention what you'd like to be there on the website**
- **Provide some ideas on use of images on the web site.**

SAMPLE ANSWER:

Dear Manasa,

I trust you are doing great and enjoying the season. It's a shame that we've been out of touch for so long. But I must tell you that I've been very busy with my boutique.

As you've done Masters in web designing, I'm writing to you to ask you to design a website for our business. I started this boutique with cotton sarees. Later, the business grew, and we started selling kurtas and pants too. Now, we've got a wide range of kurta collections from Lucknow chikan to kalamkari prints. But of late, I find that our business is dull despite our hard work. When I did some analysis on how competitors are winning customers, I found that all of them own a website which we don't have. Since we wanted to keep it small, I did not venture into the online domain for long. But now that the business is sinking, it has become a dying necessity.

I want the website to be attractive. It must list all our products, and there must be a provision for online shopping as well. There must be an exclusive column for new arrivals which needs to be updated from time to time. You can also include a brief history of the boutique.

Since we sell clothing, images are very important. I will arrange for a photo session where I will ensure that all the materials are shot in appropriate lighting, and you should ensure that the images are in proper dimensions and in the same colour.

Eager to hear from you.

Cordially,
Arushi

Telegram - @officialieltsreality

Extra Letters

Formal Letter:

You have completed the course and received a certificate, but you lost it on the way back. Write a letter to the Principal of the college.
In your letter, you should tell:

- **how you lost the certificate**
- **why you need it**
- **what you expect the principal to do.**

SAMPLE ANSWER:

Dear Sir,

I am writing this letter to request you to issue a copy of my course completion certificate, which I lost, two days back. I graduated from your college with distinction. On receiving the certificate, I booked my train tickets to Chennai. I packed my bags but carried the certificate in my suitcase. Upon alighting from the train, I realised that I had forgotten my briefcase. The train had already left. I filed a complaint with the Railway Police.

But I need it urgently. I had received a job offer in my final semester, and the company is demanding the course completion certificate in another ten days. I tried to explain my situation to them. But the HR is reluctant to release the offer without the course completion certificate. I apologise for my carelessness in handling this issue. I promise you that I will be cautious henceforth. Please be considerate and issue a new copy of the same.

Awaiting your reply.

Yours sincerely,
Jack

Telegram - @officialieltsreality

Informal letter

You have recently moved to a different house. Write a letter to an English-speaking friend. In your letter,

- **explain why you have moved**
- **describe the new house**
- **invite your friend to come and visit**

SAMPLE ANSWER:

Dear Riley,

Hope this letter finds you in the best of your spirits. I'm writing this letter to let you know that we've moved to a new Duplex house on Barn Hill. The real estate agent wanted a down payment of fifty thousand pounds, and Jayden got lucky. We could never have afforded it if not for the partnership signed with the Corporate firm where Jayden is working. You know that we've been living in a small two-bedroom house in Northampton and struggling for space.

The new Duplex house has a spacious living room and three-bedrooms with a garden in front. We also have a modular kitchen. The house is well lit, well ventilated and the place is very calm. It is also well connected to transport facilities. Jayden and I are pleased about the new house.

Why don't you drop in this Sunday? I want to know what you think about our new house. Please do call me and tell me when you come.

Warm Regards,
Zoey

Telegram - @officialieltsreality

Formal Letter

You recently did a short cookery course. The cookery school has asked for your feedback on this course. Write a letter to the course director at the cookery school. In your letter,

- **describe what you enjoyed about the course**
- **say how much cooking you've done since the course**
- **suggest another cookery course you'd like the school to offer**

SAMPLE ANSWER:

Dear Sir/Madam,

I am Sandra Gabriel. I learnt the art of jam making from your institute, which conducted a crash course on cookery for people in our locality. It was an enjoyable experience. The teaching staff was accommodating.

I made a strawberry jam for my son's birthday party, and my relatives appreciated it very much. Some of them demanded more. I followed the guidance given in your cookery class. I picked medium ripe fruits, cleaned them the way you instructed me to, sliced them the way my relatives would like, sterilized the jars used to store jam, and used sugar and lemon as preservatives. The jam was a big hit at the birthday party. I've stored some jam in the refrigerator as well.

I would like you to start another crash course on the art of pickling. I'm sure it would be beneficial, and many would enroll.

Thanks again for such a fantastic course!

Yours sincerely,

Sandra Gabriel.

Telegram - @officialieltsreality

Informal letter:

You have recently visited a museum. Now write a letter to your friend about the museum you have visited. Write a letter to him/ her.
In your letter, write:

- **where you went**
- **what you saw there**
- **how you felt about it**

SAMPLE ANSWER:

Dear Ivy,

Hope this letter finds you in good health. I recently went on a trip to Pondicherry because some of our relatives live there. Hope you're aware that it had been a French colony for some time.

I visited Auroville and had a lovely time on the beach. Also, I visited the museum in Rue Roman Rolland Street. I got to know that the museum was constructed in 1983. It has got some beautiful sculptures from Pallava, Chola and Vijayanagara temples and also terracotta figures, glass beads, burial urns excavated from the ground. They also have Buddha images from Kirmampakkam and arms and weapons of ancient Tamil kings in bronze. Since it has been a French colony in the past, it has some French type furniture, porcelain, lamps, crockery, paintings, mirrors, and cutlery.

I was impressed by their collection, and I'm sure you would too. Whenever you plan for a trip to India, do visit this museum in Pondicherry.

With lots of love,
Mirra

Telegram - @officialieltsreality

Formal Letter

You have seen an advertisement in an Australian magazine for someone to live with a family for six months and look after their six-year-old child. Write a letter to the parents. In your letter,

- **explain why you would like the job**
- **give details of why you would be a suitable person to employ**
- **say how you would spend your free time while you are in Australia**

SAMPLE ANSWER:

Dear Sir/Madam,

I am writing this letter w.r.t your advertisement published in one of the Australian magazines dated 6/7/2020, where you had mentioned that you required someone to take care of your six year-old child.

I worked as a nurse in the ABC hospital but quit the job due to some personal circumstances. After a while, I took up a job as a part-time teacher at a play school near my house. My daily activities included feeding the children at the appointed time and putting them to bed at the appropriate time. Since I've outlined my experience in dealing with children, I think I would fit in very well as a caretaker.

While I'm in Australia, I would like to learn the Australian way of talking English, their life and culture. I think this would help in the long run. I also would like to visit famous places in Australia.

Please be considerate and offer me the opportunity to take care of your child.

Yours sincerely,
Ritu

Telegram - @officialieltsreality

Informal letter

Recently you visited a foreign country with a friend. Write a letter to your sister. You should tell

- **why you enjoyed the trip**
- **what you are doing now**
- **invite her to visit you**

SAMPLE ANSWER:

Dear Finley,
Hope this letter finds you in the pink of health. I'm writing this letter to share my experiences about my tour to Georgia with my friend Arabella. Her aunt lived in Georgia and had invited her. She asked me to join her on the trip, which I gladly accepted.

I enjoyed the trip very much. Arabella's aunt was a very kind person. She had made a travel chart for us, which contained must-visit places in Georgia. Firstly, we visited Vardzia, a spectacular cave monastery near Aspindza in southern Georgia. Then we went to Chiatura, a small town situated between steep valleys and deep gorges. We also visited Batumi, a modern city on the coast of the Black Sea. Then she took us to a zoo and a park nearby. She also entertained us by singing songs and by narrating humorous stories.

I'm back to work now. I showed the photographs to my friends, and they were amazed. It's been a long time since you visited my place. Please take a break and come down to Virginia. Let's plan a visit to Georgia.
Yes, Georgia, again! Georgia, with you, will make it more special!
Please write to me about what you think.

With lots of love,
Emma

Telegram - @officialieltsreality

Formal Letter

A large company in your area has decided to spend a certain amount of money, either to sponsor a local children's sports team for two years, or to pay for two open-air concerts. It has asked for feedback from the general public. Write a letter to the company. In your letter,

- **describe the benefits of sponsoring the sports team**
- **summarize the benefits of paying for the concerts**
- **say how you think the company should spend the money**

SAMPLE ANSWER:

Dear Sir/Madam,

First of all, I would like to appreciate your organization's honorable intentions in their willingness to sponsor a local children's sports team for two years or arrange two open-air concerts.

Funding for the children's sports team will undoubtedly be beneficial to the children. They can receive the best in class training and develop their abilities. Some of them may even get the chance to participate in tournaments at the national and international levels and bring laurels to your organization.

Arranging two open-air concerts is nonetheless a great initiative. It will help local music troupes to prove themselves.

I extend my support to both your initiative because both of them are beneficial to our community. However, in my opinion, I support the sponsoring of local children's sports teams because our children might get the chance to get recognized globally. Concerts will be amusing but will be forgotten once they are over.

Thank you for your wonderful initiative.

Yours sincerely,
Felix

Telegram - @officialieltsreality

Formal Letter

People in your area are having problems with their internet connection. Write a letter to the company which provides the connection. In your letter,

- **describe the problems**
- **explain how it is affecting people**
- **say what the company should do to help**

SAMPLE ANSWER:

Dear Sir/Madam,

I am writing this letter to express my frustration with your company's internet connection. Your connection works intermittently, which causes great inconvenience to us.

At the time of booking, you promised us of an uninterrupted internet connection. Initially, it was all good. But the service degraded slowly. We are experiencing frequent disconnects in the last two days, and sometimes, the problem doesn't get resolved at all.

People are affected in many ways. For example, I am on maternity, so I requested work from home option banking on your internet connection. Due to poor connectivity, I am not able to submit the deliverables on time. Internet calls don't work, and I cannot connect to my boss on time for the meetings.

I hope you will take it seriously and act fast to resolve the issue at the earliest. Please send a technician to get the cables checked for any possible failure.
Expecting your quick action in this matter.
Yours sincerely,
Esther

Telegram - @officialieltsreality

Informal letter:

You are in a hospital with a broken leg. Your colleagues have sent you "Get well soon" greeting cards and gifts. Write a letter to them and include:

- **Thank them for everything**
- **Explain how you spend time in the hospital**
- **Inform them about your recovery process**

SAMPLE ANSWER:

Dear colleagues,

Thanks a lot for showering so much love amidst your busy schedule. I feel blessed. I'm indeed indebted to each and every one of you. Your affection and care have made me forget the injury and motivates me to join work soon. It makes me want to be with all of you.

It's quite boring at the hospital. My day starts with a prayer conducted by the Mother Superior for every patient in the hospital. Then there are doctor visits, nurses who come time and again to check if I've taken the pills, etc. In the middle of this, I switch on the television and watch movies. I've almost finished watching all the new releases. In the afternoons, I take a nap. The duty doctor for the evening comes for a routine checkup, followed by an array of nurses monitoring all the vitals. I've befriended a nurse here with whom I talk for some time in the late evening. Then I fall asleep.

I had a displaced fracture in the knee. So I was given emergency care, and minor surgery was performed, after which the doctors allowed me to rest in a normal room. The doctor has advised me not to strain the leg. They would soon discharge me, but I've to follow up with physiotherapy. It would take about 6 to 8 weeks for a complete recovery.

Thanks again for your love.
Jane

Telegram - @officialieltsreality

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