

IELTS General Training Writing Task 1 – Practice Prompts

Prompt #1

You have lost an item of value on a train.

Write a letter to the railway company. In your letter:

- describe the item
- explain where and when you left it
- say what action you would like the company to take

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Prompt #2

You have been volunteering at a local organization, but you can no longer do so.

Write a letter to the head of the organization to explain why you must leave. In your letter:

- Describe the work you have been doing and what you have learned.
- Explain why you must leave.
- Suggest someone to replace you.

Write at least 150 words.

You do NOT need to write any addresses.

Prompt #3

You are working for a company. You need to take some time off work and want to ask your manager about this.

Write a letter to your manager. In your letter:

- Explain why you want to take time off from work.
- Give details of the amount of time you need.
- Suggest how your work could be covered while you are away.

Write at least 150 words.

You do NOT need to write any addresses.

Prompt #4

You have recently started work in a new company.

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

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

Write at least 150 words.

You do NOT need to write any addresses.