

Khaki Language Academy
IELTS Department
General Writing Task 1 Topics



There is an annual work party next month, which is held every year.

Write a letter to your colleagues to co-arrange the party. In your letter:

- Say what would you do differently than last year
 - Say what you think were some of the things not so good last year
 - Suggest where to meet to plan for the party.
- =====

Your child is going on a three day school trip to another country. The head teacher wants to find parents to go with the group and you would like to go.

Write a letter to the head teacher. In your letter:

- Say why you would like to go on the trip
 - Suggest what you could do to help during the trip
 - Ask other questions about the trip
- =====

Your friend had made a plan for you to see a movie together but you cannot now not join him. You've found another friend who can go instead of you.

Write a letter to your friend. In your letter:

- Explain why you cannot go anymore
 - Say who can go instead of you
 - Say why this person is a good person to go with
- =====

A local college is having an international day. You want to speak about your country to students from different cultures.

Write a letter to the college head. In your letter:

- Tell him/her about the topics that you are going to talk about
 - Explain why would they be of interest to the students
 - Ask about any arrangements that you need to make to give the talk
- =====

You recently read an article in a newspaper about your childhood friend with whom you have lost contact for a long time.

Write a letter to the editor. In your letter:

- Say which edition and when did the article appear
 - Explain why you lost contact with your friend
 - Say how you want them to help you to get back in touch
- =====

You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.

Write a letter to the manager of the hotel. In your letter:

- Say where you think you left the papers
 - Explain why they are so important
 - Tell the manager what you want him/her to do
- =====

Your office building doesn't have parking available.

Write a letter to the manager. In your letter:

- Explain the problem
 - Suggest a solution
 - Say why parking will benefit all employees
- =====

There is a problem with the changing rooms in the sports center that you visit. You have complained several times but with no success.

Write a letter to the manager of the sports center. In your letter:

- Describe what the problem with the changing rooms is
 - Say what happened the last times you complained
 - Explain what you want the manager to do
- =====

Your child is going away on a school trip for three days to another country. The head teacher wants some parents to join the trip and you would like to go.

Write a letter to the head teacher. In your letter:

- Say why you would like to go
- Suggest what you could do to help during the trip
- Ask some more questions about the trip

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You have missed some important papers accidentally in a taxi.

Write a letter to the manager of the Taxi company. In your letter:

- Give the details of your journey
- Explain why those papers are important for you
- Suggest what can the manager do

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A friend has agreed to stay in your flat (apartment) and look after it while you are away. You want to give your friend some information about the flat.

Write a letter to this friend. In your letter:

- Give information about the flat
- Provide any important instructions
- Say what he/she should do if there are any problems

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Your company is going to give a special training course for staff. Your manager has asked you to find out if the local conference center has the right facilities to hold this course.

Write a letter to the manager of the conference center. In your letter:

- Give details about the course
- Describe what equipment you will need for the course
- Ask some further questions about the facilities at the conference centre

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You stayed with your friend and by mistake carried home one of his objects.

Write a letter and explain:

- How you enjoyed staying with your friend.
- Explain the object which you brought with you by mistake and explain how the mistake happened.
- Mention how you plan to return the object.

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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 jobs that would be suitable for him/her.

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Write a letter to your friend expressing your inability to meet on a particular date. Your friend was supposed to visit you soon, but due to some personal problems, you can't meet him/her on the specified date.

Write a letter to him or her explaining the situation. In your letter, you have to:

- Apologies to your friend.
- Explain why it's not possible to meet now.
- Suggest an alternative date for the meeting.

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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.

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Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday.

Write a letter to your friends. In your letter:

- Thank them for the photos and for the holiday.
- Explain why you didn't write earlier.
- Invite them to come and stay with you.

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You have received an important document in a foreign language and you need it translated quickly. One of your friends knows this language.

Write a letter to this friend. In your letter:

- Tell him why the document is important.
- Explain why you need it translated urgently.
- Suggest to your friend how you will get the document to him.

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There will be a traditional celebration in your country and you want to invite your friend from an English-speaking country.

Write him/her a letter and

- Invite your friend,
- Explain what happens at the party,
- Describe the tradition and why it's important in your country,
- Say why it is important for your friend to be there.