IELTS GENERAL

# WRITING TASK 1

# IELTS GENERAL WRITING TASK 1

## GIỚI THIỆU PHẦN THI WRITING TASK 1

Với bài IELTS Writing Task 1 General, bạn sẽ có thông tin về một tình huống và bạn sẽ được yêu cầu viết một bức thư để lấy thông tin hay giải thích.

- Bạn sẽ được yêu cầu phải viết một bức thư tối thiểu là 150 chữ.
- Các tình huống được đưa ra trong đề bài IELTS Writing Task 1 General đều là những tình huống đời thường, ví dụ như viết thư cho trường học giải thích về một vấn đề nào đó mà bạn gặp phải với khóa học. Hoặc bạn có thể được viết thư cảm ơn sau khi đi phỏng vấn xin việc chẳng hạn…
- Bài viết phải đúng dạng bức thư, không được viết theo gạch đầu dòng hay dạng ghi chú …
- Bạn sẽ phải hoàn thành bài viết bức thư này trong 20 phút.

## 5 BƯỚC VIẾT MỘT LÁ THƯ TRONG IELTS WRITING TASK 1 GENERAL

Để có thể hoàn thành một cách tốt nhất bài viết Task 1, bạn nên làm theo các bước viết bức thư như sau:

### Bước 1 – Đọc câu hỏi

Hãy dành thời gian để đọc câu hỏi thật chi tiết và xác định rõ ràng mục đích của lá thư. Từ đó phân loại bức thư mà bạn sắp viết thuộc dạng nào ở trên nhé. (Hỏi xin lời khuyên, giúp đỡ, yêu cầu thông tin, xin lỗi, phàn nàn hay cảm ơn).

### Bước 2 – Gạch chân từ ngữ quan trọng

Việc này giúp bạn hiểu được rõ ràng hơn mục đích của bài viết và cũng giúp bạn biết từ nào cần để paraphrase khi viết vào bài.

### Bước 3 – Suy nghĩ về việc bạn cần trả lời câu hỏi như thế nào

Bạn luôn luôn cần phải trả lời đủ 3 gạch đầu dòng.
Trong một vài trường hợp, điều này thường yêu cầu bạn phải "bịa" ra thông tin.

Ví dụ, bạn cần phải nghĩ về một máy móc thiết bị cụ thể nào đó khi gặp đề bài: describe a problem you had with a piece of equipment.

Bước 4 – Viết lá thư

Việc viết thư sẽ được thực hiện sau khi bạn có đủ lượng thông tin ở bước 3.
Bạn cần chú ý tới các cấu trúc câu, cách dùng từ vựng để diễn đạt thông tin.

Bước 5 – Đọc lại và sửa bài viết

Bước này rất quan trọng, bạn nên dành ra khoảng 2 – 3 phút để kiểm tra lại.
Nhiều khi bạn viết sai còn làm mất điểm nhiều hơn.

TIÊU CHÍ CHẤM ĐIỂM BÀI WRITING TASK 1

Để quyết định điểm của bạn, giám khảo sẽ xem xét bốn yếu tố:

- Trả lời đúng và đủ yêu cầu đề bài (Task Achievement)
- Sự liên kết giữa các câu, đoạn văn (Coherence & Cohesion)
- Ngữ pháp (Grammatical Range & Accuracy)
- Từ vựng (Lexical Resource)

Ví dụ

Hãy quan sát bài viết dưới đây của một thí sinh và cách giám khảo chấm bài

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

Dear Mr Smith,
The purpose of this letter is to expose my interest of working during half year time in the company's head office.

Firstly, I would like to mention that I have developed efficiently my. Additionally I have performed accurately the role that I have been doing over the last years. Consequently, I would like to learn about other areas in the company, and I would appreciate the opportunity of being involved in new challenges.

If that could be possible. I would like to train my assistant. She could develop the tasks that I have been doing as well as me. Moreover, I can confide un her. She has a wide knowledge and the capability to develop any task related to my job. Not only

she could do my job but also she could have my advice at any time that it would be recquired.

I would enormously appreciate if you could have the possibility of arrange overseas my trans Ference to the head office in the company.
Your sincerelly,

## NHẬN XÉT CỦA GIÁM KHẢO

This is an answer written by a candidate who achieved a **Band 6.0** score. Here is the examiner's comment:
**TA:** The candidate has **addressed all three bullet points**, though **there is room for extension** of each one.
The **tone** is **appropriate** and the **purpose of the letter is clear**.
**CC:** Information and ideas are arranged coherently and there is **effective use of cohesive devices** [**Firstly I Additionally I Consequently**].
**VC:** The range of **vocabulary** is **adequate** for the task and although there are **errors in word choice** [expose I express I trans Ference I transfer] and several **spelling errors** [develope I recquired I enormuus/y I sincerelly], the **meaning** is still **clear**.
GR: There is a mix of **simple and complex sentence** forms and although there are **errors** in both **grammar and punctuation**, these do not impede communication.
**RECOMMENDATION FOR FURTHER DEVELOPMENT: Extension** of the **main ideas**, a **wider resource** in both **vocabulary** and **range of grammatical structures**, along with **fewer errors in spelling, grammar and punctuation** would lift this script above Band 6.

**Cambridge 8** – Test A

You have recently moved to 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

**Cambridge 8** – Test B

You recently bought a piece of equipment for your kitchen, but it did not work. You phoned the shop but no action was taken. Write a letter to the shop manager. In your letter

• Describe the problem with the equipment

• Explain what happened when you phone the shop

• Say what you would like the manager to do.

**Cambridge 9** – Test A

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 work
- give details of the amount of time you need
- suggest how your work could be covered while you are away

**Cambridge 10** – Test A

You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help.

Write a letter to this friend. In your letter:

- Give details of your study plans
- Explain why you want to get a part-time job
- Suggest how your friend could help you find a job

**Cambridge 10** – Test B

You and some friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service.

Write a letter to the restaurant manager. In your letter:

- give details of your visit to the restaurant
- explain the reason for the celebration
- say what was good about the food and the service

**Cambridge 11** – Test 1

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

**Cambridge 11** – Test 2

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

**Cambridge 11** – Test 3

Your local council is considering closing a sport and leisure center that it runs, in order to save money,

Write a letter to the local council, in your letter

- Give details of how you and your friends or family use the center.
- Explain the why the center is important for the local community.
- Describe the possible effects on local people if the center closed.

**Cambridge 11** – Test 4

You work for an international company. You have seen an advertisement for a training course which will be useful for your job.

Write a letter to your manager. In your letter:

- Describe the training course you want to do

- Explain what the company could do to help you
- Say how the course will be useful for your job

**Cambridge 12** – Test 5

You work at home and have a problem with a piece of equipment that you use for your job. Write a letter to the shop or company which supplied the equipment in your letter.

- Describe the problem with the equipment
- Explain how this problem is affecting your work
- Say what you want the shop or company to do

**Cambridge 12** – Test 6

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

**Cambridge 12** – Test 7

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

**Cambridge 12** – Test 8

There have been several complaints about the reception area where visitors to your company arrive. Your manager has asked you to suggest how the reception area could be improved.

Write a letter to your manager. In your letter

- describe the complaints that have been made
- say why the reception area is important
- suggest how the reception area could be improved

**CAMBRIDGE 13 -** TEST 1

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

**CAMBRIDGE 13** - TEST 2

You recently organized an all-day meeting for your company, which took place in a local hotel. In their feedback, participants at the meeting said that they liked the hotel, but they were unhappy about the food that was served for lunch.

- say what the participants liked about the hotel
- explain why they were unhappy about the hotel
- suggest what the manager should do to improve the food in future

**CAMBRIDGE 13** - TEST 3

The system used for rubbish/garbage collection in your local area is not working properly. This is causing problems for you and your neighbors.
Write a letter to the local council. In your letter

- describe how the rubbish collection system is not working properly
- explain how this is affecting you and your neighbors
- suggest what should be done about the problem

**CAMBRIDGE 13 -** TEST 4

A friend you made while you were studying abroad has written to ask for your help in finding a job in your country, you have heard about a job in local company that might be suitable for him/her.

Write a letter to this friend. In your letter:

- tell you friend about a job and what sort of work it involves
- say why you think the job would be suitable for him
- explain how to apply for a job

# REAL IELTS GENERAL WRITING TESTS AROUND THE WORLD 2018

1. Writing task 1

You have received a record that needs to be translated. Write a letter to a translating agency and say:

– What is there on the record?
– Why do you want to translate it?
– Why is it so urgent for you to get it translated?

2. Writing task 1

You recently received furniture that was already damaged at the time of arrival. Write a letter to the manager of the shipping company about it and say

– What furniture did you order?
– What was the damage?
– Suggest what needs to be done about it.

3. Writing task 1

You have recently attended a job interview which went well, but you are still waiting for the decision. Write a letter to HR manager of the company and say

– Give details of the job.
– Why do you think the interview went well?
– Why do you need to know the result?

4. Writing task 1

Write a letter to your manager about a party that you want to organize at the office. In your letter say

– Why do you want to do it?
– When and where will it take place?
– What arrangements will you have to make?

5. Writing task 1

Write a letter to the local council about the poor condition of roads in your area. Include the following in your letter:

– Explain the situation and roads' condition.
– How does it affect you and other people?
– Suggest what measures need to be taken, in your opinion.

6. Writing task 1

The street where you live is very polluted. Write to the local council and ask to act about this situation. You should say

– What is the main problem?
– How does it affect your street?
– Give some suggestions and request action.

7. Writing task 1

Your company changed to a new uniform. While you like it, there is still something that could be improved about it. Write to your company manager and say

– Why do you like the new uniform?
– What could be improved about it?
– Suggest a way how it can be done.

8. Writing task 1

The office where you work does not have a proper car park. Write a letter to your manager and say

– Explain the problem of no parking space available.
– Suggest a solution for the car park problem.
– Explain how this will help your company.

9. Writing task 1

There is a group of people in your community that needs help. Write a letter to your company director and say

– Describe this group.
– What kind of help do they need?
– How will this group and the community benefit from it?

10. Writing task 1

You have recently visited a sports centre and discovered some problems and the poor condition of a changing room there. You have made a complaint earlier, but still no action was taken. Write a letter to the facility manager about it. In your letter

– Describe the problems
– Include details of your complaint
– Say what actions you would like them to take.

## 11. Writing task 1

Your child's school has arranged a trip abroad for students. The principal of the school asked some parents to join the trip to help. Write to the school principle and say

– Why do you want to join the trip?
– How could you help during the trip?
– Ask some questions about the trip.

## 12. Writing task 1

You recently stayed in a hotel and an employee was very helpful to you. Write a letter to the hotel management to tell them what happened. In your letter

– describe the situation
– explain what happened
– say what you would like the manager to do

## 13. Writing task 1

City council is planning to pull down one of the historic buildings in your town, because they do not have funds to renovate it. As a citizen, you don't want it to happen. Write a letter to the city council and say

– What is the importance of the building?
– Why should it be renovated?
– Suggest a plan to raise funds and maintain the building in the future.

## 14. Writing task 1

Write a letter to your friend about a job offer that can be suitable for him/her and say

– Describe the job.

– What are the facilities available?

– Why is this job suitable for him/her?

## 15. Writing task 1

You recently started commuting to work by bicycle and discovered that there is a problem with bicycle parking near the building where you work. Write a letter to the building manager and say

– Explain the reason for using a bicycle to commute.

– What problems have you encountered with parking?

– What are your recommendations to solve them?

## 16. Writing task 1

Write a letter to your friend about a book that you have read recently. Include the following in your letter:

– Describe the book.

– Why do you want him/her to read it?

– Tell him/her how to get the book.

## 17. Writing task 1

Write a letter to your landlord about the problem with water leak in your house. Please say

– What is the problem?

– What is the source of the problem, in your opinion?

– What do you think needs to be done?

## 18. Writing task 1

You are planning to visit a foreign country. Write a letter to your friends and say

– Where and when do you plan to go?
– What are the details of your plan?
– Why do you want them to go with you?

## 19. Writing task 1

You have lost a driver's license, but someone found it for you. Write a letter to that person and say

– Explain why you need it.
– Ask about how he/she found it.
– Ask how you could thank him/her.

## 20. Writing task 1

On a recent holiday you lost a valuable item. Fortunately, you have travel insurance to cover the cost of anything lost. Write a letter to the manager of your insurance company. In your letter:

- Describe the item you lost
- Explain how you lost it
- Tell the insurance company what you would like them to do