Writing skills

In your letter, you might be asked to

A request information.
B give personal or factual information.
C explain a problem or situation.
D explain wants or needs / make a request.
E complain about a service.
F make a suggestion or recommend something.

1.2 Match phrases 1–6 to ideas A–F.

1 I think it would be better if you opened at the weekend as well.
2 Could you please send me a brochure and an application form?
3 Because I'm a student, I need a quiet place to study at night.
4 I'm very unhappy about the dinner we ate in your restaurant last night.
5 I finished high school last year and I am currently taking a computer course.
6 I'm unable to go to the meeting myself because I have to look after my son.

1.3 Look at this General Training Writing Task 1 question.

You should spend about 20 minutes on this task.

This part explains the situation. → You rent a four-bedroom house, which you share with two other students. However, there are several problems with this house that need fixing. You also find it expensive and would like to find another student to share the spare bedroom.

Write a letter to the estate agency. In the letter

- explain your situation ← The bullet points tell you what to write about.
- describe the problems with the house
- say what you would like to happen

This tells you how to begin. →

Write at least 150 words. You do NOT need to write any addresses. Begin your letter as follows: *Dear Sir or Madam,*

1.4 Look again at the situation described in the question.

1 Do you think this situation is informal, semi-formal or formal?
2 Can you change these details and write about your own personal situation?
3 Should you write your own address at the top of your letter?

LIVEWORKSHEETS