



Sample Writing

Part 1:
Task 1 General

Farzad Soleimani



You travelled by plane last week and your suitcase was lost.

You have still heard nothing from the airline company.

Write to the airline and explain what happened. Describe your suitcase and tell them what was in it. Find out what they are going to do about it.

You should write at least 150 words.

You should spend about 20 minutes on this task.

You do NOT need to write your own address.

model answer:

Dear Sirs,

I was one of the passengers who took the flight from Narita (Tokyo) to Heathrow (London) on 5 August. Unfortunately, my suitcase did not come out after the flight. Although I have explained this Mr. McDonald who was in charge at the Luggage Claim Office I have not heard from him as of now.

My suit case is grey Samsonite whose size is 10 x 95 cm. There are 3 steckers on one side and 1 heart shaped stecker on the other side. My initials "AR" are also written on both sides.

There are a few books and a copy of my thesis in that suitcase which I need for the conference on 19 August.

So I would deeply appreciate it if you could give me a prompt reply at your most convenient. My flight number, luggage claim number and address are written below.

Flight No : NH 101

Luggage Claim No : 00026

Address : 6H Silver Street

London.NW16 5AL

Yours Faithfully.

Last week you were on a flight to London. Unfortunately, when you left the plane, you left a bag. You did not remember about the bag until you got to your hotel.

Write a letter to the airline. Explain what has happened, describe the bag and its contents and say what you would like them to do about it.

You should write at least 150 words.

You should spend about 20 minutes on this task.

You do NOT need to write your own address.

Model Answer:

Dear Sir,

I am writing in connection with a bag that I left on one of your planes. Last week on Tuesday 4th May I came to London on flight ABC from New York. My seat number was R5. The plane arrived late at night and I was tired. As a result when I got home, I remembered that I had left my bag on the plane under the seat in front of me.

My bag is small and made of black leather with a zip opening the top. Inside the bag there is a pen, a paperback I was reading, some car keys and my diary. Therefore would your lost property department please check and see if they have my bag and contact me as soon as possible to let me know whether they have found it or not?

You can contact me on my mobile telephone number which is: 01753 853 736.

Thanking you in advance for your help, I look forward to hearing from you soon.

Yours sincerely,

John Smith

You should spend about 20 minutes on this task.

You have a full time job and are also doing a part time evening course. You now find that you can not continue the course.

Write a letter to your tutor. In your letter,
describe the situation
explain why you cannot continue at this time
say what action you would like to take

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

Dear ,

Model answer

Dear Sir or Madam,

My name is Muhamad Abdul. I am taking a part-time evening course. I am having a hard time keeping up with this course. I am afraid I cannot continue the course.

My problem is, I have a full-time job, from 9am – 5pm. Sometimes, I am asked to stay extra hours, to finish up the rest of the work. That is because the holidays are coming up soon. Also I have to do some work preparations for the next day.

At night when I get home, I am too tired to even prepare a dinner for myself.

Also I have no time to study for this course.

I would like drop this course this quarter. Then take it again the next quarter.

So, please accept my situation.

Thank you for your cooperation

Sincerely

Abdul

EXAMINER'S EXPLANATION

Band 5

“The reason for writing is very clear in this letter but it is not clear who the letter is to. The writer gives information to cover all three bullet points, but only one is well extended, and the whole response is underlength at 135 words, so it loses marks for this.

The information is organised and it is easy to follow the message. A range of linkers is used across the answer and they are generally accurate, but in some places, especially the first paragraph, sentences are not well-linked.

The range of vocabulary is sufficient for the task and there are some quite precise expressions. There are no errors in word form, but some very basic spelling errors occur. In terms of grammar, the range is rather limited with many very short sentences and few complex structures. Grammar is generally well-controlled, however, with only a few minor errors and occasional inappropriate punctuation.”

60

You should spend about 20 minutes on this task.

You play a team sport with some friends. Last week a member of the team had an accident and wasn't able to play with you at the weekend. You decide to write to him in hospital, telling him about the match.

Write a letter to your friend. In your letter,

tell him which team won

describe the conditions on the day

say how you felt about the match

Write at least 150 words.

You do NOT need to write any addresses.

IELTS Tip

You do not have time to write a detailed plan for your letter so think about drafting (writing in rough) the opening line of each of the sections:

- Opening
- Main paragraphs
- Closing

with notes on one or two main points. This will give your writing a sense of direction.

Sample Band 9 answer

Dear Frank,

I was so sorry to hear about your accident! I hope you're feeling a lot better today and that it's not too boring in hospital.

(Expresses sympathy and asks about the reader's health.)

The match on Saturday was disappointing. The score was 2 all, probably because

you weren't there to score that extra goal! The awful thing was that we were winning until 10 minutes before the end, when suddenly they scored another goal. I was so shocked when I saw the ball hit the back of the net. (Tells him the score and briefly describes how you felt about the match.)

I think the weather was to blame. It was a really wet day and the pitch was very muddy. By the end of the game you could hardly see the grass and we were sliding around in the mud. Everyone was exhausted. (Mentions the weather and conditions.)

Let us know when you're going home and we'll arrange for someone to bring you to watch the next game. The rest of the team send their regards and we all wish you a speedy recovery.

(Finishes with good wishes.)

Best wishes,

Charlie

(161 words)

Examiner's comments

This is a good answer because it covers all the points in the question, though not necessarily in the same order, and introduces some original ideas. It is well paragraphed and both the introduction and the closing paragraph are appropriate to the situation. The use of adjectives to describe how the writer felt is excellent and there is a good range of structures used. The tone and overall communicative quality of the letter are good.