

Active IELTS writing
General Training Task 1 – Planning your answer

Here are questions you can ask when you plan your answer to General Training task 1 (a letter).

A. What is in the letter?

1. What is the purpose of the letter? Why am I writing? Who am I writing to?
2. What is the tone of the letter? This depends on who I have to write to. Is it formal, informal or neutral? What kind of language can I use to start and finish the letter?
3. What are the bullet points that must be included? There are normally three or four things you must include in your letter

B. How can I write it?

This is a possible structure for the letter. Remember it is very short – only 150 words – so you don't need to write much for your introduction and conclusion.

Paragraph 1 Introduction

Tell the reader who you are and why you are writing to them

Paragraph 2 Message

Give your message, including all the things the question tells you to include. Add a little detail for each – one sentence on each point is probably not enough.

Paragraph 3 Conclusion

Summarise what you have said and then finish your letter with the right ending, depending on the tone.