

Active IELTS writing
Useful language for Task 1 of the General Training exam

Here is some language you may find useful for Task 1 of the General Training writing exam – a letter.

Dissatisfaction	Regret and apology	Needs and wants
I am unhappy about... I do not like... I am not uncomfortable with... ...is not what I expected/was expecting ...does not suit my needs/me ...is too (adjective)	I'm sorry that.. I regret that I... Please accept my apologies for ...ing Please forgive me for... Unfortunately/regrettably I...	What I am looking for is... What I need is... What would suit me best is... I am very keen to... I would very much like to... I would be grateful if you could... I would appreciate it if...
Saying thank you	Annoyance	Pleasure and satisfaction
Thank you very much for... I very much appreciated... I'm grateful to you for...	Although I asked for... Despite my request for... Even though I telephoned you...	I was delighted about/by... I thoroughly enjoyed... ... was very impressive-enjoyable I was very pleased to hear that...
Suggestions		
Why don't you...? Could I suggest that...? I would recommend that... Wouldn't it be better if... In my opinion it would be a good idea to...		