

IELTS

GENERAL TRAINING

Writing Task 1

*Understanding the
Examiner Comments*

MINI



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Contents

Introduction	1
Test 1	2
Test 2	3
Sample answers for Writing tasks	4
Worksheet	6
Worksheet answers	9

Introduction

The IELTS General Training Writing test lasts 60 minutes and consists of two tasks – Task 1 and Task 2. Let's look at **Task 1** in more detail.

What is the format of General Training Writing Task 1?

Task 1 requires you to write a letter of **at least 150 words** to respond to a situation, ask for information or explain a situation. You need to show you know how to use letter-writing language, asking for and giving information, expressing needs, wants, likes and dislikes, opinions and complaints.

Task 1 is shorter and carries fewer marks than Task 2, so you should spend **about 20 minutes** on this task.

Find out more about Task 2 in *IELTS General Training Mini Writing Task 2 - Understanding the Examiner Comments*.

How is IELTS General Training Writing Task 1 assessed?

Certified IELTS examiners will mark your answers based on the following Writing assessment criteria, each worth 25% of the total marks:

- Task achievement
- Coherence and cohesion
- Lexical resource
- Grammatical range and accuracy

How do I use this mini General Training Writing Task 1 practice test?

To help you understand what examiners are looking for, follow these simple steps:

- 1 Read and answer each of the two Task 1 questions.
- 2 Look at the two sample answers.
- 3 Read the examiner's comments for each answer.
- 4 Do the activities on the worksheet on pages 6-8.
- 5 Review your own answer using what you've learned from the activities. This will help you understand where you can improve your own writing.

More information on assessing the Writing test, including the Writing assessment criteria, is available on the IELTS website, ielts.org.

WRITING TASK 1

TEST 1

You should spend about 20 minutes on this task.

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 HR Department. 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***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,