



## **IELTS Task 1 Marking Service for General Training**

You will find 6 questions below ([skip to the first question](#)), all of which are based on real or typical **IELTS Task 1 General Training questions**.

I suggest you hand write your answers on a proper answer sheet in the time allowed, and then **type your answer in an email** or a Word document.

I will correct your mistakes and comment on each of the 4 criteria, and give you a band score for all 4 criteria. I will also comment on your technique, organisation, and any other features of your writing that are relevant. See *Task 1 GT Model correction Furniture.pdf* also attached in this email-

Please note that my pricing is based on the assumption that you have to write at least 150 words. If you write too many, I will send it back to be rewritten.

### **Some comments on the examiners' criteria**

With regard to GT Task 1 writing, I would like to draw your attention to the following in the examiners' criteria:

- covers the requirements of the task
- (Academic) presents a clear overview of main trends, differences or stages
- **(General Training) presents a clear purpose**, with the tone consistent and appropriate
- clearly presents and highlights key features/bullet points but could be more fully extended

**Band score 7 TA**

To get a band score 7 for a GT Task 1 answer, you need to **present a clear purpose**. The easiest way to do this is to start the letter with a paragraph expressing the purpose. Eg

*Dear Kevin*

*It was great to see you last weekend and to catch up with all your news, and to meet your fiancée for the first time. **I'm writing to thank you for your hospitality and to say how much I'm looking forward to being the best man at your wedding.***

I also recommend that you write one paragraph for each of the bullet points in the question. This will make it easy for the examiner to see that you have answered the question, and that you have organised your answer clearly.

- **logically organises information and ideas; there is clear progression throughout**
- uses a range of cohesive devices appropriately although there may be some under-/over-use

**Band score 7 C&C**

I suggest you write one paragraph to state the purpose, as I mentioned above, and one for each of the bullets. There should also be an appropriate closing formula, along with your signature.

**Do not use bullet points or headings in your answer. That would be considered an inappropriate format.**

It is also important to use **the correct tone and to use it consistently**.

This means that you should address your boss in an appropriate way, which would not be the same as if you were writing to a friend.

Sometimes the instructions say *You should begin your letter Dear Sir or Madam*. This tells you that your letter should be formal.

- covers the requirements of the task
- (Academic) presents a clear overview of main trends, differences or stages
- (General Training) presents a clear purpose, with the tone consistent and appropriate

Band Score 7 TA

If you're writing to your boss, or to a newspaper, you should consider it semi-formal, in which case you should avoid contractions (use *I have* instead of *I've*), and don't address your boss as if he were your friend. (~~Great to see you~~)

If you are writing to a friend, you can consider the letter to be informal. This means it is ok to use contractions, and you can use some less formal idioms eg *it will be great to catch up with your news*. However, I would never use emoticons 😊 or internet abbreviations like LOL. Neither should you use informal slang or incorrect grammar eg *Really sorry to bother you*.

With regard to the vocabulary, quite often in GT Task 1, you have the flexibility to write about something that you are familiar with. For example, in a letter to an insurance company about a lost item, if you were a big fan of watches, it would be a good idea to write about your lost *Rolex Submariner with a solid gold bracelet and rotating bezel*, to show off your vocabulary.

You need some less common words to get a 7:



- uses a sufficient range of vocabulary to allow some flexibility and precision
- **uses less common lexical items with some awareness of style and collocation**
- may produce occasional errors in word choice, spelling and/or word formation

**Band Score 7 LR**

As far as grammar is concerned, you need lots of correct sentences to get a band score 7. If you have problems with grammar, read my post about [active reading](#), and also my posts about [noun phrases and noun clauses](#).

- **uses a variety of complex structures**
- produces frequent error-free sentences
- has good control of grammar and punctuation but may make a few errors

**Band score 7 GRA**



## **General Training Task 1 Question 1**

### **WRITING TASK 1**

You should spend about 20 minutes on this task.

*On a recent holiday, you lost a valuable item. Fortunately, you have travel insurance to cover the cost of anything lost.*

*Write a letter to the manager of your insurance company. In your letter:*

- *describe the item you lost*
- *explain how you lost it*
- *tell the insurance company what you would like them to do*

Write at least 150 words.

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

Begin your letter as follows:

Dear Sir or Madam



## **General Training Task 1 Question 2**

### **WRITING TASK 1**

You should spend about 20 minutes on this task.

*You've read an article about the company you work for in a business magazine. The article contains information that is wrong.*

*Write a letter to your manager. In your letter:*

- *give details of the magazine*
- *explain what information about your company is wrong*
- *suggest what you think your manager should do*

Write at least 150 words.

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

Begin your letter as follows:

Dear .....



### **General Training Task 1 Question 3**

#### **WRITING TASK 1**

You should spend about 20 minutes on this task.

*You have decided to resign from your job in order to try a new field.*

*Write a letter of resignation to your boss. In your letter:*

- *tell your boss of your decision and explain why you are leaving*
- *explain what you have learnt from your current job and how you feel about leaving*
- *ask for a letter of reference*

Write at least 150 words.

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

Begin your letter as follows:

Dear .....





## **General Training Task 1 Question 4**

### **WRITING TASK 1**

You should spend about 20 minutes on this task.

*You saw an advert in the newspaper asking for volunteers to help to run a charity event.*

*Write a letter of application to the organisers. In your letter:*

- *explain why you are interested in helping*
- *give details suitable of your past experience*
- *suggest ways you might help with the event*

Write at least 150 words.

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

Begin your letter as follows:

Dear Sir/Madam



## **General Training Task 1 Question 5**

### **WRITING TASK 1**

You should spend about 20 minutes on this task.

*You have just spent a week with a friend on holiday. When you got home, you realised you had left your wallet there.*

*Write a letter to your friend. In your letter:*

- *thank your friend for the holiday*
- *explain that you left your wallet in their house*
- *give them instructions of how to send it back to you*

Write at least 150 words.

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

Begin your letter as follows:

Dear .....



## **General Training Task 1 Question 6**

### **WRITING TASK 1**

You should spend about 20 minutes on this task.

*A friend of yours is going on holiday soon and has asked you to recommend a destination.*

*Write a letter to your friend and recommend a good place for a holiday that you have visited before. In your letter, you should say:*

- *where you went and stayed*
- *what you can do there*
- *what the food was like*

Write at least 150 words.

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

Begin your letter as follows:

Dear .....