



موسسه فرهنگی و هنری
با مجوز رسمی از وزارت فرهنگ و
ارشاد اسلامی شده به شماره 14706

زروان مهر

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Cultural and Educational Inst.
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1. You should spend about 20 minutes on this task.
You want to sell your television. You think a friend of yours might like to buy it from you.

Write a letter to your friend. In your letter explain

- 1. Why you are selling the television**
- 2. Describe the television**
- 3. Suggest a date when your friend can come and see it**

You do NOT need to write any addresses.

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2. You should spend about 20 minutes on this task.
You are experiencing financial problems and want to ask your landlord if you can pay your rent late.

Write a letter to your landlord. In your letter explain

- 1. Why you are writing to him**
- 2. Why you cannot pay the rent**
- 3. When you will pay the rent.**

You do NOT need to write any addresses.

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3. You should spend about 20 minutes on this task.
Your car insurance company has told you that they are going to increase the amount you have to pay in insurance for your car each month. You are not happy about this.

Write a letter to your insurance company. In your letter explain

- 1. Why you are writing to them**
- 2. Why you think the insurance should not be increased**
- 3. What you want them to do**

You do NOT need to write any addresses.

4. You live in an area where the local council has made some changes to regulations. You believe these changes are not good for residents.

Write a letter to a councillor. In your letter:

- **Introduce yourself.**
- **Describe the problem.**
- **Say what you think the council should do about the situation.**

You should write at least 150 words.

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5. You travelled by plane last week and your luggage was lost. You have still heard nothing from the airline company.

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

You should write at least 150 words.

Begin your letter as follow;

Dear sir

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6. You are looking for a part-time job. Write a letter to an employment agency. In your letter:

- **introduce yourself**
- **explain what sort of job you would like**
- **say what experience and skills you have**

You should write at least 150 words.

7. Last year you attended a presentation skill course at the Sydney College of Australia. Your new employer has asked you to provide copies of your reports and assignments as quickly as possible. Write to the director of the school and request these documents.
You should write at least 150 words. You do not need to write any addresses.

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8. You are a student at University of Sydney. Your ID card has been stolen. Write to the Local Police Station, giving details of who you are, what happened and asking what you should do to get a new ID card.
You should write at least 150 words. You do not need to write any addresses.

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9. You are organizing a trip to the Black Mountains in West Wales for a group of students from Canterbury in Kent, UK. Write to the manager of Student Hostel Services and explain when you want to visit the Black Mountains, how long you will stay, how many students are in your party, and what accommodations you will require.
You should write at least 150 words.

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10. As an international student in Sweden, you have an account with a local bank. The monthly bank transfer you receive from your parents has been delayed this month due to an error at your parents' bank. Write a letter to your bank. In your letter:

- **introduce yourself and ask for a loan**
- **say why you need the money**
- **tell how you intend to pay back the money**

You should write at least 150 words. You do not need to write any addresses.

11. Write a letter to your friend/family to describe an accident that has happened to you and ask for help.

You should write at least 150 words.

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12. Your family is going to move to another town. Write a letter to the Principal of a local school asking if they will accept your son. Describe his academic achievements and scope of interests.

You should write at least 150 words.

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13. You want to start your own small business. Write a letter to a bank requesting information about obtaining a business loan to finance your new company. Include the following information:

- what kind of business you want to start
- how much money you need
- the length of time over which you would expect to repay the money

You should write at least 150 words.

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14. Write a letter to an electronics company requesting information about their latest model of digital camera you have seen advertised.

Ask about the following items:

- the price and availability of the new camera
- the exact size and special functions of the set

You should write at least 150 words. You do not need to write any addresses.

15. Write a semi-formal letter to a person and invite her/ him to a celebratory event. Write three paragraphs that focus on
- venue, date and time
 - atmosphere of celebratory
 - response to the invitation

You should write at least 150 words.

16. An English-speaking friend has written to you to ask you how your IELTS studies are going.

Write a letter telling your friend how you are preparing for the test.

In your letter:

- say what progress you are making
- explain how you are preparing for the test
- say which section you are finding the most difficult

You should write at least 150 words.

17. You have recently bought a Telephone with answer machine from an online shop. The web page said that the answer machine shows you a list of who left a message so you can choose which to play first. But after taking it home you find out that only the most recent call is kept in the calls list.

Write an e-mail letter to the store manager. In your e-mail:

- say who you are
- explain the problem
- say what action you would like the store to take

You should write at least 150 words.

18. Write a letter to your friend about a museum that you have visited. Write three paragraphs that focus on

- **where you went**
- **what you saw there**
- **how you felt about it**

Write at least 150 words.

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19. You work in a busy but poorly organised office and you are keen to be promoted. Your employer needs to find a new supervisor for your department.

Write a letter to your employer. In the letter

- **ask to be considered for this job**
- **explain why you would be a suitable candidate**
- **outline the current problems and the changes you would like to make**

You should write at least 150 words.

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20. You share a parking area with several neighbours and have recently started having problems. Write a letter to be copied to all neighbours that share the parking area

- **explaining the problems**
- **suggesting ways to help the situation**
- **proposing a possible meeting**

Write at least 150 words

21. You are part of a group of musicians who meet on Monday and Wednesday evenings to practise in the community hall. You have been told, however, that it is no longer possible for the group to use the hall.

Write a letter to the manager. In the letter:

- **describe what the group does**
- **explain why the group is good for the community**
- **suggest alternative days and times for practice**

Write at least 150 words

22. You have recently moved to a different house.

Write a letter to an English-speaking friend. In your letter

- **explain why you have moved**
- **describe the new house**
- **invite your friend to come and visit**

Write at least 150 words.

23. You are going on a month training programme to the UK and know that the head of the course would like one of the participants to be the social events' organiser.

Write a letter to the Training Organiser

- **expressing your interest in the role**
- **requesting more information about it**
- **explaining what experience you have**

Write at least 150 words.