



# IELTS General Training Volume 1

## Writing Practice Test 2

### HOW TO USE

You have 2 ways to access the test

1. Open this URL <https://link.intergreat.com/j5doK> on your computer
2. Use your mobile device to scan the QR code attached



# WRITING TASK 1

You should spend about **20** minutes on this task.

You have a full-time job and you are also doing a part-time evening course.

You now find that you cannot continue the course.

Write a letter to your teachers. In your letter

describe the situation

explain why you cannot continue at this time

say what action you would like to take

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

Begin your letter as follows:

Dear .....,

There are three main things to consider before writing your essay:

## 1. Tone (formal or informal)

Sometimes students are friendly with their tutors, but I think it would be better to write a formal letter. Start with your tutor's surname (e.g. Dear Mr. Smith,) and end with "Yours sincerely,". Avoid contractions (write "I am" instead of "I'm"), and avoid using informal idioms or expressions. Be polite rather than friendly.

## 2. Purpose

The main purpose of this letter is to inform your tutor that you are leaving the course. Make this clear straight away (e.g. I am writing to inform you that...). Then cover the three points, writing a short paragraph for each.

## 3. Ideas

I recommend spending a few minutes planning ideas for each of the task points before you start writing. You need to decide what the evening course is about, what your full-time job is, a reason why you are too busy with work to continue with the course, and whether you want to leave completely or perhaps continue at a later date.

You should write at least **150** words.



## WRITING TASK 2

You should spend about **40** minutes on this task.

Write about the following topic:

Nowadays we are producing more and more rubbish.

Why do you think this is happening?

What can governments do to help reduce the amount of rubbish produced?

*Give reasons for your answer and include any relevant examples from your own knowledge or experience.*

You should write at least **250** words.

# SAMPLE WRITING TASK 1

Dear Sir or Madam,

My name is John. I am taking a part-time evening course. I am having a hard time keeping up with this course. I am afraid I cannot continue the course.

My problem is, I have a full-time job, from 9am – 5pm. Sometimes, I am asked to stay extra hours, to finish up the rest of the work. That is because the holidays are coming up soon. Also I have to do some work preparations for the next day.

At night when I get home, I am too tired to even prepare a dinner for myself. Also I have no time to study for this course.

I would like drop this course this quarter. Then take it again the next quarter. So, please accept my situation.

Thank you for your cooperation

Sincerely

# SAMPLE WRITING TASK 1

Dear Sir or Madam,

I am writing to bring to your attention that I can not continue a part time course about fashion technology for which I had enrolled myself on 15th of last month.

Unfortunately, my company has got some extra orders from Horizin Computers for supplying urgent computer accessories by the end of this year. Owing to this traumatic situation, I am working twelve hour shift from today.

I know it will be difficult for you to consider my request in the middle of the semester. I am not asking any refund, but i am rethinking to start this course later sometime the following year. It will be appreciated, if you would instruct the accounting department to adjust my fee for the next session.

I look forward to hearing from you soon.

Yours sincerely,

# SAMPLE WRITING TASK 1

Dear Sir/Madam

My name is Namrata, a student of Microsoft office training batch T20 in your institute. I am writing this letter to let you know that I would not be able to attend classes from 20th June

onwards. I am working with Optus and my timing is 9 AM to 5 PM.

To meet deadlines and to complete my work, I need to stay back and do extra hours. I reach home at 7 PM every day and feel so tired. I do not get time to practice the lesson taught in institute. Also I am going my native (Canberra) middle of the next month, and before my vacation starts I have to finish my office work.

Therefore I humbly request you to allow me to attend next available batch. This would be very helpful for me to manage office work and continue my training.

Looking forward to hearing from you.

Sincerely Yours

## **SAMPLE WRITING TASK 2**

I think it is true that in almost every country today each household and family produces a large amount of waste every week. Most of this rubbish comes from the packaging from the things we buy, such as processed food. But even if we buy fresh food without packaging, we still produce rubbish from the plastic bags used everywhere to carry shopping home.

The reason why we have so much packaging is that we consume so much more on a daily basis than families did in the past. Convenience is also very important in modern life, so we buy packaging or canned food that can be transported from long distances and stored until we need it, first in the supermarket, and then at home.

However, I think the amount of waste produce is also a result of our tendency to use something once and throw it away. We forget that even the cheapest plastic bag has used up valuable resources and energy to produce. We also forget that it is a source of pollution and difficult to dispose of.

I think, therefore, that governments need to raise this awareness in the general public. Children can be educated about environmental issues at school, but adults need to take action. Governments can encourage such action by putting taxes on packaging, such as plastic bags, by providing recycling services and by thing households and shops that do not attempt to recycle their waste.

With the political will, such measures could really reduce the amount of rubbish we produce. Certainly nobody wants to see our resources used up and our planet poisoned by waste.

(270 words)