

DESIGNING AND TEACHING  
PREPARATION COURSES FOR  
**IELTS WRITING**  
GENERAL TRAINING  
TASK ONE

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# GENERAL TRAINING TASK 1

## THE TASK

- Respond to a situation by writing a letter
  - Adhere to the given settings
  - Cover the bullet points
    - Cover the tasks as described in each bullet point
    - Add extra information from yourself to extend
  - Follow letter writing conventions
  - No address required
  
- Write at least 150 words → 165-170 words
- No maximum word limit
- Write in about 20 minutes

# TASK SPECIFICS

## ◉ Tone/register

- Formal
- Informal
- Semi-formal

## ◉ Given information

- Setting
- Recipient(s)
- Salutation type
- Bullet points: tasks

# FORMAL REGISTER

- ◉ Formal letter conventions
- ◉ Longer sentences
- ◉ Formal linkers
- ◉ Formal phrases
- ◉ Topic sentences
- ◉ No “get” phrases
- ◉ No contractions
- ◉ Avoid phrasal verbs

# INFORMAL REGISTER

- ◉ Informal letter conventions
- ◉ Shorter sentences
- ◉ Informal linkers
- ◉ Informal phrases
- ◉ “Get” phrases allowed
- ◉ Contractions Allowed
- ◉ Phrasal verbs encouraged

# OUTLINE OF A LETTER

- ◉ Salutation
- ◉ Purpose
- ◉ Body paragraph 1: Bullet 1
- ◉ Body paragraph 2: Bullet 2
- ◉ Body paragraph 3: Bullet 3
- ◉ Closing
- ◉ Signature Block
  - Complimentary closing
  - Writer's name

# SALUTATION

## ○ Formal

### ■ Unknown recipient

- Dear Sir,
- Dear Sir or Madam,

### ■ Known Recipinets

- Dear Ms. Deville,
- Dear Mr. Baggins,

○ **NOTE:** Adhere to any given salutation formats!

# SALUTATION

## ○ Informal

- Dear Mike,
- Dear Mom and Dad,



# COMPLEMENTARY CLOSING

## ○ Formal

- Salutation with names
  - Yours truly,
  - Yours sincerely,
  - Best regards,
  - Warm regards,
- Salutation without names
  - Yours faithfully,

# COMPLEMENTARY CLOSING

## ○ Informal

- Love,
- Take care,
- Best wishes

# PURPOSE

- Clear
- Relays the main idea of the letter
- Matches the register

# LETTER SCENARIOS

- Request or give information and/or explain a situation
  - Ask for general factual information
  - Provide general factual information
  - Express needs, wants, likes or dislikes
  - Express opinions or complaints
  - Make requests
  - Make suggestions/recommendations

# BODY TASKS

- ◉ Introduce yourself
- ◉ Express
  - information
  - opinion
  - explanation
- ◉ Request information
- ◉ Request action
- ◉ Make suggestions
- ◉ Express gratitude
- ◉ Apologise