

Writing task:

You work in a very busy office that has some problems. Your employer needs to find a new supervisor for your office and you have decided to apply for this job. Write a letter to your employer.

In your letter :

- 1) say why you would like the job of supervisor
- 2) explain why you would be a suitable candidate for this job
- 3) describe the problems in your office and changes you would like to make.

How to approach this task:

With writing task 1, the three bullet points act as a plan for your letter. However, before you begin writing, you must make sure to carefully read through the situation that is explained, because this also contains important details and information. Even more importantly, it helps you to imagine this situation so that you can respond in the correct way and using the correct tone.

If we first look carefully at this task, we can see that you need to imagine that you work in a busy office that has problems and that needs a new supervisor. Your letter should be partly an application for the role of supervisor and partly an explanation of the problems and changes that you think could solve these. It is important to understand that the tone will be formal (as it is a job application) but also that you will be writing to a person within your company.

51 Letters For Ielts General Training Writing Task 1

Roman Wölfel



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