

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

You work for an international company, and would like to spend six months working in its head office in another country.

Write a letter to your manager. In your letter

- *explain why you want to work in the company's head office for six months*
- *say how your work could be done while you are away*
- *ask for his/her help in arranging it*

Write at least 150 words.

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

Begin your letter as follows:

Dear

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

In some areas of the US, a 'curfew' is imposed, in which teenagers are not allowed to be out of doors after a particular time at night unless they are accompanied by an adult.

What is your opinion about this?

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

Write at least 250 words.

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WRITING TASK 1

You should spend about 20 minutes on this task.

You recently organised an all-day meeting for your company, which took place in a local hotel. In their feedback, participants at the meeting said that they liked the hotel, but they were unhappy about the food that was served for lunch.

Write a letter to the manager of the hotel. In your letter

- ***say what the participants liked about the hotel***
- ***explain why they were unhappy about the food***
- ***suggest what the manager should do to improve the food in future***

Write at least 150 words.

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

Begin your letter as follows:

Dear Sir or Madam,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Many working people get little or no exercise either during the working day or in their free time, and have health problems as a result.

Why do many working people not get enough exercise?

What can be done about this problem?

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

Write at least 250 words.

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WRITING TASK 1

You should spend about 20 minutes on this task.

The system used for rubbish/garbage collection in your local area is not working properly. This is causing problems for you and your neighbours.

Write a letter to the local council. In your letter

- *describe how the rubbish collection system is not working properly*
- *explain how this is affecting you and your neighbours*
- *suggest what should be done about the problem*

Write at least 150 words.

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

Begin your letter as follows:

Dear Sir or Madam,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Some people say that now we can see films on our phones or tablets there is no need to go to the cinema. Others say that to be fully enjoyed, films need to be seen in a cinema.

Discuss both these views and give your own opinion.

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

Write at least 250 words.

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WRITING TASK 1

You should spend about 20 minutes on this task.

A friend you made while you were studying abroad has written to ask you for help in finding a job in your country. You have heard about a job in a local company that might be suitable for him/her.

Write a letter to this friend. In your letter

- *tell your friend about the job and what sort of work it involves*
- *say why you think the job would be suitable for him/her*
- *explain how to apply for the job*

Write at least 150 words.

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

Begin your letter as follows:

Dear,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Some people say it is important to keep your home and your workplace tidy, with everything organised and in the correct place.

What is your opinion about this?

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

Write at least 250 words.