

Sample letter 1

You should spend about 20 minutes on this task.

You recently noticed a local restaurant that was offering a part-time job.

Write a letter to the restaurant's manager. In your letter,

- explain that you would like to apply for the job
- give some details of any relevant experience that you have
- specify the days and times that would suit you

You should write at least 150 words.

Sample Band 9 Letter

Dear Sir / Madam,

I am writing to you to express my interest in your job advertisement for a chef that I saw posted on the local village board. As I have currently moved to Brenton as a qualified chef, I would therefore like to apply for this position.

I noticed from the job description that you require someone who can both cook in a creative and healthy way, and who can communicate with and manage staff in an effective manner. My previous job

was as an assistant chef at Brew's restaurant in London, where I was responsible for preparing all the dishes on the restaurant's menu and coming up with inventive recipes to present to the head chef. I am also personally very interested in healthy living and this is always reflected in how I cook. I was also responsible at Brew's for managing the cleaning and serving staff at the restaurant, in which capacity I found I was able to build good working relationships with all the staff in my responsibility.

I noticed that this is a part-time job. My preferred days for working would be Monday, Wednesday and Friday afternoons and evenings. I would be available until late at night on those days and I would also be able to work two Saturdays of each month.

I look forward to hearing from you soon. Please let me know if you require any further information.

Yours sincerely,

Marisa Thompson

Sample letter 2

You should spend about 20 minutes on this task.

You have decided to go on a holiday to a foreign country for 2 weeks, and you want one of your friends to go with you.

Write a letter to your friend asking him to accompany you. In your letter,

- explain where and when you want to go

- give details of the travel, dates and costs involved

- describe some of the things you want to do

You should write at least 150 words.

Sample Band 9 Letter

Dear John,

I have recently been given a trip to France as a reward for my hard work at my company, and I may choose someone to come with me.

As you studied French at university and are therefore not only familiar with the language, but also the culture, I'd love it if you could come with me. I'm sure you'll enjoy the holiday, as you do not just have to translate, but you can also appreciate the beauties of France with me.

We will leave Toronto on the third of September and will fly back on the nineteenth. In France we will arrive in Paris, we will stay there for four days and then take a bus to see the Provence region for around three days. From there, we will take the train to Marseille and Cannes, as these are the most popular cities in the south. Finally, one of my colleagues will take us back to Paris by car, as he is going there on a business trip. We will only need to have spending money as flights, other travel and accommodation are all included.

There are a few things I'd like to see, for example the Louvre museum in Paris, the Chateau of Versailles and the Picasso Museum in the south of France. I hope you'll have some ideas as well.

Please tell me if you are interested in this trip. I would really appreciate having you as company and I look forward to hearing back from you!

Best wishes,

Dave

Sample letter 3

You should spend about 20 minutes on this task.

You and your neighbours have noticed that the rubbish collection services where you live have recently been quite bad.

Write a letter to your local council. In your letter,

- explain what you have recently experienced
- explain what the neighbours have recently experienced
- ask what action will be taken to improve the service

You should write at least 150 words.

Sample Band 9 Letter

Dear Sir / Madam,

My name is Amanda Rosewell and I am a resident of the city of Harpley. I am writing this letter in my name and on behalf of my neighbours on Bristwood Avenue, as we have experienced very poor rubbish collection services recently.

For around three months, the trash I put out at my gate on the correct day is only collected irregularly, and when it is, some is left behind. My neighbours have had similar experiences, if not worse, with one woman not having her rubbish collected for eight weeks and another family dealing with unfriendly and incompetent rubbish collectors. Apparently, their waste container was broken by the harsh handling of the collectors, and the family's children have been scared by their unfriendly comments.

Although I have called the rubbish collection service hotline, the company's employees have not taken my complaint seriously and nothing has changed the current situation. I would therefore like to ask what you as the local city council can do in order to improve this state of affairs, as the rubbish collection services do not react to any feedback from dissatisfied citizens.

I look forward to hearing from you soon.

Yours sincerely,

Amanda Rosewell

Sample letter 4

You should spend about 20 minutes on this task.

You and your family have just come back from a holiday staying in a rented apartment overlooking the sea. The apartment was very unsatisfactory.

Write a letter of complaint to the manager of the agency from which you rented the apartment. In your letter,

- give details of the things that were unsatisfactory

- explain the reactions of the members of your family

- ask the manager what he/she is going to do about the situation

You should write at least 150 words.

Sample Band 9 Letter

Dear Sir / Madam,

My family and I have just recently been a guest at Seaside Resort in a rented apartment. Even though the view overlooking the sea was lovely, several things in the apartment were missing or unsatisfactory and I would like to use this opportunity to explain the problems leading to this complaint.

First of all, the wooden steps leading up to the door of the apartment did not meet official security standards: one step broke when my husband carried our luggage up, leaving him with a bruised leg, and two other steps were also dangerously close to breaking apart in the middle. Additionally, when my children wanted to put away their clothes in the available cupboards, one of the planks broke loose, hitting my younger son and scaring both children. Finally, the kitchen did not have enough cutlery, let alone cups, and the sink in the bathroom only worked after my husband worked on it.

As you can see, the condition of the apartment was unsatisfactory in many ways, and I would therefore like to ask for a discount of thirty per cent of the price we paid for the rent.

I hope this feedback was useful to you and will help to make Seaside Resort a better place for tourists in the future. Please report back to me regarding your plans of how to deal with this situation!

Yours sincerely,

Mrs. Angela Driftwood

Sample letter 5

You should spend about 20 minutes on this task.

A friend of yours recently gave you a nice birthday present.

Write a letter to your friend. In your letter,

- thank her for the present and say why you particularly like it

- describe some other presents that you received

- explain some of the things you did on your birthday.

You should write at least 150 words.

Sample Band 9 Letter

Dear Sarah,

Now that the weekend of my birthday party is over and you have hopefully arrived home safely, I just wanted to let you know again how much your birthday present means to me. I don't think I've ever received something quite as original as this lovely, hand-made photo album with photos and notes reminding me of our childhood. I think that these memories have helped us stick together and I hope that, although we live a long way apart now, I can add to this album every year when we see each other.

With the stationery collection that my mother gave me and the calligraphy set I got from my dad, I can easily continue to add to this work of art!

It's sad that you could only be there for the party and not for my actual birthday. I went canoeing with my parents and my sister at Barley Creek, the lovely lake resort that we often used to go to when we were young. Do you remember the tall trees and the calm atmosphere there? Well, everything is still as it used to be. Even the castle restaurant is still there, where I topped the day off with a fancy dinner. What a memorable day it was!

I hope you can be there next time.

Lots of love,

Amanda

Sample letter 6

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