

IELTS General Training Writing Task 1: Sample Feedback

You should spend about 20 minutes on this task

Write at least 150 words

You do NOT need to write any addresses

You have a problem with a recently hired employee in your workplace. Write a letter to the HR manager. In your letter,

- describe the problem the new employee has caused
- explain how other colleagues feel about the new employee's conduct
- say how you expect the manager to address the situation

Dear Mrs. Stewart

How are you? I'm writing to inform you about some complaints I received from staff regarding the behavior of Mr. James Duff. Mr. Duff is our newly appointed sales guy for the north-west.

Two female colleagues, who prefer to remain anonymous at this point, have told me that Mr. Duff has made comments regarding their appearance. Specifically, criticizing how they wear clothes and suggested they wear more feminine clothing. They claim, in addition, that Mr. Duff offer to take them to shopping and give advice on what to buy.

My colleagues consider it not nice that they should be getting advice on how to wear clothes by a male colleague and feel uncomfortable in his presence. They also pointed out that they have always abided by the companys clothes policy.

I request that you have a word to Mr. Duff about his comments.

Thank you for your attention. Hope to hear from you soon.

Best regards

Leyla Gardener

160 words

Commented [A1]: The tone here is too informal. It's a formal letter and shouldn't have an informal greeting. See TASK ACHIEVEMENT. Also avoid using contractions in formal letters

Commented [A2]: You could use a higher-level word here such as "several". See LEXIS

Commented [A3]: Even though Past Simple is correct, Present Perfect is more appropriate here because the event has happened recently. See GRAMMAR

Commented [A4]: Use referencing her "He" See COHERENCE & COHESION

Commented [A5]: Too informal. Use "rep" or "representative"

Commented [A6]: Very clear purpose

Commented [A7]: Good range of vocabulary

Commented [A8]: Word choice. Change to "dress"

Commented [A9]: Good example of cohesive devices used within sentences.

Commented [A10]: Use Past Simple here "offered"

Commented [A11]: Change to Past Simple "offered"

Commented [A12]: Delete "to"

Commented [A13]: Change to Past Simple "gave"

Commented [A14]: Try a higher range of vocabulary, like "offensive"

Commented [A15]: Change to "dress"

Commented [A16]: Punctuation. include apostrophe for possession "company's"

Commented [A17]: Word choice. Change to "dress code"

Commented [A18]: Too informal. Change to "speak"

Commented [A19]: You should fully support and extend this bullet point. See TASK ACHIEVEMENT and COHERENCE & COHESION

Commented [A20]: Too informal and the closing does not need 2 sentences. See TASK ACHIEVEMENT

General Training Writing Task 1: Sample Report

Task Achievement: Band 6

Overall comment: You generally addressed the task requirements (answered the question). All the bullet points were covered but the third one needed more extension – you only wrote one sentence. Possibly you were running out of time. Some of your choices of vocabulary and expressions were too informal (tone). Your letter had a very clear purpose – the reason why you are writing.

Suggestions: Expand equally on all three bullet points. When you are planning your letter remember to include supporting details for each one. Study the differences between formal and informal language – in particular, vocabulary choices and expressions – *“Hope to hear from you soon.”* Remember that formal letters do not contain contractions - *“I’m”*. On the plus side your letter had a clear purpose.

Coherence and Cohesion: Band 7

Overall comment: The letter was logically organized with clear progression. The paragraphing was particularly effective with the main parts separated and obvious to the reader. There were some minor errors in referencing. For example, *“behavior of Mr. James Duff. Mr. Duff...”* However, this did not impede communication. You effectively used cohesive devices between and within sentences. For example, *“They claim, in addition”*

Suggestions: Always use this structure for your letters – both formal and informal. Study referencing (the use of pronouns to avoid repetition). Try to expand your use of linking words (cohesive devices) and keep using these within sentences.

Lexis: Band 6

Overall comment: Your resource (range) of vocabulary is generally adequate for the task. You sometimes use basic vocabulary rather than taking the risk of using higher level words and phrases. Some of the vocabulary used is not in the appropriate tone (too informal). See Task Achievement comments above. Very few, if any, errors in spelling.

Suggestions: Study the differences in formal and informal words and phrases – see additional resources below. You could have scored a band 7 in this criterion if you had used appropriate formal language. try to be a “risk taker” when it comes to vocabulary. Don’t always rely on safe/basic choices. Even though it will probably lead to more errors, it will show the examiner you are trying to use a wider range.

Grammar: Band 7

Overall comment: This is one of your strengths. You used a range of complex structures and had very few grammatical errors. Sometimes you chose the wrong tense. For example, Past Simple instead of Present Perfect and Present Simple instead of Past Simple but these did not impede communication.

Suggestions: Keep using complex structures. Take 5 minutes after you have finished the letter and proofread it for grammar mistakes. You can easily spot these when you re-read it. Study the difference between tenses, Present Perfect and Past Simple. Accurate use will increase your grammar band score.

Overall: Band 6.5

You are very close to achieving a band 7. Pay a little more attention to Task Achievement and Lexical Resource.

- Always take a few minutes to plan your letter.
- Give equal attention to each bullet point. Expand on each one.
- Keep the same letter structure/organization for all letter types.
- Continue to use cohesive devices within sentences.
- Study the differences between formal and informal lexis and phrases.
- Try to take more risks with higher level vocabulary.

Sample Answer

You should spend about 20 minutes on this task

Write at least 150 words

You do NOT need to write any addresses

You have a problem with a recently hired employee in your workplace. Write a letter to the HR manager. In your letter,

- *describe the problem the new employee has caused*
- *explain how other colleagues feel about the new employee's conduct*
- *say how you expect the manager to address the situation*

Dear Mrs. Stewart

I am writing to inform you about several complaints I have received from staff regarding the behavior of Mr. James Duff, our newly appointed sales rep for the north-west.

Two female colleagues, who prefer to remain anonymous at this point, have told me that Mr. Duff has made comments regarding their appearance. Specifically, criticizing how they dress and suggested they wear more feminine clothing. In addition, they claim that Mr. Duff offered to take them shopping and gave advice on what to buy.

My colleagues consider it offensive that they should be getting advice on how to dress by a male colleague and feel uncomfortable in his presence. They also pointed out that they have always abided by the company's dress code policy.

I request that you speak to Mr. Duff about his comments to my colleagues and remind him that such behavior is considered, by our company, to be inappropriate.

Thank you for your attention.

Best regards

Leyla Gardener

162 words

Additional Resources

Check out the free resources on the Total-IELTS website and YouTube channel.

Grading:

<https://www.total-ielts.com/ielts-general-training-writing-grading>

Planning:

<https://www.total-ielts.com/ielts-general-training-writing-formal-informal>

Formal Vs Informal:

<https://www.total-ielts.com/ielts-general-training-writing-formal-informal>

<https://youtu.be/Rv-WanSRMVo>

Letter purpose:

<https://www.total-ielts.com/ielts-general-training-writing-purpose>

<https://youtu.be/MBr6mH9sSP4>

Bullet points & Closing

<https://www.total-ielts.com/ielts-general-training-writing-bullet-points-closing>

https://youtu.be/PZ_dzGqTXEc

Sample Answers:

<https://www.total-ielts.com/ielts-general-training-writing-sample-answers>

<https://youtu.be/3Rt7ylMdP9A>

<https://youtu.be/08h1WxmjIRA>

<https://youtu.be/eCpBnmWKPmk>

E-Books:

<https://www.total-ielts.com/ielts-ebooks>

Vocabulary:

<https://www.total-ielts.com/ielts-vocabulary>