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- Task achievement □□□□□purpose □□□tone □□□answer all points □□□□□□□□
- coherence and cohesion □□□□□□□□
- vocabulary □□
- grammar □□

G □□□□□ 7 □□□

1. □□□□□□□□□□
2. □□□□□□□□□□□□□□□□□□
3. □□□□□□□□□□
4. □□□□□□□□□□
5. □□□□□□ □□□ - □□□ - □□□
6. □□□□□□□□□ □thinking□explaining□complaining□
7. □□□□□□□□□□

1. Read the task and highlight key things
2. Choose the “tone”: formal, informal
3. Choose an appropriate greeting and ending
4. Decide on the overall purpose of the letter
5. Decide on the paragraph strcuture
6. Know the aim of each paragraph
7. Think of an idea for each point

Formal letters □□□□



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Party company hotel manger pleased improves

□□ G □□ 5 □ paragraph

1. purpose □□
2. three parapraph□describe□explain□suggest 3 □□□□
3. ending □□

less common vocabulary

- the party that my company held (hold □ have □□□)
- the event commemorated□□□□□□□□□□ celebrate □□□
- everything went according to plan □□□ go according to□
- a thoroughly memorable evening
- we were particular impressed by
- personel □□□members of the events team
- welcoming and attentive
- ensured that the party ran smoothly □□□□□□
- care could have been taken with
- it would have been nice to see

- struggled to find the events room
- consider improving your signage
- hosting such a special event

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□□□□□□ Dear Sir or Madam - *Yours faithfully*

□□□□□□ Dear Mr. Smith - *Yours sincerely*

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First sentence, stating the purpose of the letter, for example

- I am writing with regard to
- I am wiring to request / to ask for
- I am writing to thank you for
- I am writing to inform you that
- I am writing inform you fo my decision to
- I am writing to complain about
- I am writing to bring to your attention □□□□□□□□□□□□□□□□

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Final sentence□ ending in a formal way

- On behalf of all of my colleagues, I would like to thank you for ... □□□□□
□□□□□ ... □□□
- Thank you for your help and support
- I look forward to receving your reponse
- I await your prompt reponse □□□□□□□□
- I hope that you will adress these concerns as soon as possible
- Please let me know if you require any furture information
- I hope that my request does not cause your any in convenience.

3 □□□

1. □□□□□□□□□ I am □□□ I'm
2. □□□□□□□□□ I would like□not can I have
3. □□□□□ □exclamation marks

Inform letter □□□□□



- look forward to catch up with you
- something has come up
- I'm not going to be able to make it
- we haven't had a proper chat
- a conference that runs from ... to...
- to rush back
- we're being treated to a meal
- I'm expected to attend
- On a more positive note,
- I'll be cooking a meal at my place
- you're more than welcome

- come along

Informal □□□□□□□□



Beginning and ending

Dear Simth - Best wishes, Best regard, See you then! All the best,

□□□

- I hope you're well
- I hope this letter finds you well
- I hope you enjoyed
- I'm just writing to let you know that
- I'm just writing to thank you for
- I just wanted to write a quick letter to tell you...

□□□

- I hope to see you soon
- Hope to see you then!
- Enjoy your stay/trip/holiday
- Best of luck with your
- I'm sure you'll have a great time
- Keep in touch!
- Say hello to the family
- I look forward to catching up with you soon

Seimi-formal letters □□□□□□□□□□□□□□□□

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□□□□ Thanking someone

informal

- I'm just writing to thank you for
- I can't thank you enough for
- Thank you so much for ... It was really kind of you

formal

- I am writing to thank you for
- I am grateful for
- We would all like to thank you for

□□□□ Requesting

informal

- I hope you don't mind me asking, but could you possibly...?

- I'd be really grateful if you could
- I'm just writing to ask whether you could
- It would be great if you could

formal

- I have decided that I would like
- I would therefore ask that you
- I would also like you to
- I was wondering if it would be possible for me to
- I would be grateful if you could
- I would like to request that you
- I would appreciate it if you could

□□□□ Making a suggestion

Informal

- I was wondering if you would like to
- why don't we
- Why don't you
- You're more than welcome to
- And don't forget to

Formal

- I would like to suggest that you
- Another solution would be to
- As the mistake was caused by your company, I hope that you will

□□/□□□ Problem/excuses

Informal

- I'd love to accept your invitation, but unfortunately...
- I'm afraid I won't be able to
- Sorry I didn't write to you earlier, but
- This is why I didn't have time to

Formal

- I am writing to complain that
- I would like to express my dissatisfaction with
- I was extremely disappointed / unhappy with
- Unfortunately
- As a result of this error, I was unable to
- The issue that most concerns me is
- I hope that you will address this problem / these concerns as soon as possible

□□□□□ Apologising

Formal

- I would like to apologise for
- Please accept my sincere apologies

□□□□□□□□

Informal:

Buy

Answer

At first

Enough

A lot of

Need

Right away

Try

Formal:

Purchase

Respond

Initially

Sufficient

Many/ Much/ Numerous

Require

Immediately

Attempt

Ask for	Request
Also	Moreover
That's why	Therefore
Better	Superior
Old	Elderly
Cheap	Inexpensive
Costly	Expensive
Next	Subsequently
Tell	Inform
Leave	Depart
Wrong	Incorrect
Fix	Repair
Live	Reside
Home	Residence
Start	Commence/ Begin
Whole	Entire
Get	Acquire / Obtain
Watch	Observe

[Simon 写作范文](https://www.ielts-mentor.com/writing-sample/gt-writing-task-1/23-ielts-sample-questions/3216-band-8-9-ielts-letters)

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