



**General Task 1 Essays**

**Your local council is considering closing a local sports and leisure center that it runs, in order to save money. Write a letter to the council explaining:**

- **Give details as to how you, your friends or family utilize this center**
- **Explain why the center is important for the local community**
- **Describe the possible effects on the local community if the center closes**

**Step 1: Make a Quick Plan**

- I. Formal Letter**
- II. Lose weight, diabetes, swim team**
- III. Obesity, take funds out of community.**

Dear Sir or Madam,

This well-considered letter regards your erroneous thought towards shutting the doors of our regional sports and leisure facility.

First, this gym must remain open for the members of my family who reside as longstanding community representatives. Both my mother and father anguish from diabetes and depend on the fitness center to lose weight and combat this disease. Not only do my parents benefit from the leisure center continued operation, but also my daughter's city championship swim team uses the pool for practice.

As an additional point to reject closure, you should recall how the sports facility integrates the community. Due to our geographical weather, snow and ice subsist four months a year, and the center remains the only winter leisure activity option. Even more, a gymnasium embodies a meeting place for the community that promotes connections and strengthens our neighborhood.

If you proceed to cease sports facility operations, we will lose a treasured gym that negatively impacts all residents. As you well know, we maintain an obesity epidemic in this area, and the gym closure will only increase this problem. Additionally, many citizens may consider relocating to the big city along with their spending money if you begin taking away amenities.

Please take these points in mind when pondering the closing of the sports and leisure facility.

With Regards,

John Smith



**You and your family are moving to another country, and have decided to contact a property agent for assistance. You will say/ask:**

- **Introduce yourself and your family**
- **Describe the type of accommodation you hope to find.**
- **Give your preference for the location and accommodation.**

**Step 1: Make a Quick Plan (1 -2 Minutes)**

**Semi-Formal Letter**

**Part 1: lawyer, wife doctor, 3 kids**

**Part 2: story, 3 bathrooms, garden, 5 bedrooms**

**Part 3: inner city, near parks, schools**

Dear Mr. Smith,

My family and I plan to relocate to a new country, and require expert assistance to acquire leased property in the area.

Let us start with an introduction; I practice law and will resettle in Istanbul with my lovely wife, Dr. Gountit , and three beautiful children aged 10, 12, and 16. We participate in kayaking, cycling, tennis, and baseball, so we consider ourselves a very active family.

Moving on to the heart of the matter, we need numerous factors satisfied with the Istanbul rental property. Without question, we must acquire a two-story villa that possesses five bedrooms, laundry connections, indoor spa, and three bathrooms. Besides these attributes, my wife considers herself a professional gardener, and thus the house should hold a large backyard for agricultural purposes.

As Istanbul newcomers, we will lean on your assistance in discovering the perfect neighborhood location. More specifically, we hope you can secure a house in a neighborhood surrounded by kid-friendly parks, facilities for the above-referenced activities, and top-rated schools. Lastly, the suburbs present less aesthetic appeal; we prefer an inner-city residence.

We hold high expectations and hope you can secure the accommodations for our relocation.

Sincere Thanks,



One of your friends had a birthday celebration, but you missed it and you forgot to tell your friend that you couldn't attend: You should say:

- Apologize for missing the birthday celebration.
- Explain why you missed it and didn't tell your friend.
- Say what you would like to do, to say you are sorry.

Make a Quick Plan (1-2 Minutes)

- I. Informal
- II. Sorry, did not tell, feel bad
- III. Work, extended duties
- IV. Dinner and Movie

Dearest Friend Mark,

I heard through the grapevine that your that birthday was out of this world! A year older, a year better, right! I neglected to tell you I couldn't make it.

Anyway, I'm feeling a bit down and want to express from depths of my heart how sorry I am to have not attended your born-day and created lifetime memories together. I should have told you that I wouldn't make it because our friendship deserves that notification. I've been down in the dumps about my celebration absence and beg your forgiveness.

Without question, my actions deserve an explanation. You see, my boss walked in at the last minute and demanded that I complete a field report that was supposed to be due next week. After getting started, I had still expected to finish on time for the party, but I noticed updated instructions that took me well past midnight to complete. When I finally took my head out of the sand, I couldn't believe your birthday party was almost over.

However, the party's not over! To heal any open wounds from my absence, I want to take you out for dinner at Champs Restaurant, which is your absolute favorite because it's beer and bowling. After having a blast at Champs, let's head to the theater and check out that new Jackie Chan movie.

Speak to you soon my man.



Write a letter to your manager about a computer system problem that you have encountered and say:

- Describe the problem
- How is it affecting your work?
- What needs to be done about it?

**Step 1: Make a Quick Plan**

- I. Semi-Formal Letter
- II. Monitor, software, poor configuration
- III. Productivity, no access pc, deadlines
- IV. New PC, new software, call IT, one week extension

Dear Mr. Williams,

I know you usually don't hear from me; however, today, I must inform you of the severe and debilitating problems resulting from my desk PC along with the impact on my work and solutions I propose.

As you know, management assigned our department 2011 computer models, and as a result, several problems reoccur at inopportune times. The system configuration cannot keep up with the latest software utilized daily, such as MS Word and Excel. Not only the software, but also the monitor constantly flickers, which results from its outdated configuration.

Undeniably, the problems mentioned above seriously affect my employment, which the latest performance numbers reflect. For example, my productivity dropped by 25% since these problems appeared, and it is unrelated to laziness or incompetence. This drop in productivity directly correlates to lacking computer access to the same programs as my colleagues who meet every deadline, whereas I consistently fall short of the mark.

Admittedly, I am no computer expert, but the following suggestions could alleviate my troubles. Of course, the most straightforward course of action would be to purchase a new PC. Some secondary solutions include calling IT to try to restore my computer to factory specifications or permitting me a one-week extension on deadlines.

To sum up, my duties demand an optimally conditioned computer and I hope you respond quickly with appropriate action.



Write a letter to your friend about your plans to go out with him/her and another friend on a small picnic. Include the following in your letter:

- Where you plan to go?
- What arrangements you already made?
- What help you need from your friend with this picnic?

Make a Quick Plan (1-2 Minutes)

Part 1: Yellowstone National Park  
Part 2: check weather, call entry fee, reserve place, order food  
Part 3: blankets, drinks, music, driving

**Hey Will!**

It's that time of year again when we have our annual get together, and this year we have decided on a traditional American picnic, so we need to discuss our program plans, arrangements, and help needed.

I guess we need to first think about where the picnic should take place, and there are so many options, including, but not limited to, the beach, mountains, or desert. Luckily, Colorado has all of these locations, but since it's my turn to decide this year, I feel that we should picnic in beautifully famous Yellowstone Park.

Moving on to other matters, since it's my turn to decide, I've taken it upon myself to make some arrangements. I've checked the weather, and I also called the park to confirm the entry fee. Not only have I seen to these arrangements, but I even reserved a sweet spot next to the canyon and ordered Lebanese food.

Having completed my part, I just need a little bit of extra help from my partners. William, please ask Tenadja, your lovely wife, if we can borrow her checkered blankets to give that authentic feel. Besides this, Martin needs to do a bit more, and bring along drinks, have the music prepared, and help me drive out to the park.

Okay, that's it. We all know the plan of action! See you guys soon!

All the best,

Big Mike



**You did a bus tour with other people; however, you were not satisfied with the bus service. Write a letter to the bus company about your journey, and say:**

- **What the problem was with your tour.**
- **Why you were not satisfied.**
- **Suggest how the bus company can improve.**

**Make a Quick Plan (1-2 Minutes)**

**Part 1: air conditioning, poor English, fast driving**

**Part 2: needing info, brochure claims**

**Part 3: test English, pre-test bus conditions**

**To whom it may concern:**

**This complaint letter concerns the bus trip our company embarked upon with your professionally recognized bus company.**

**Several challenges, disturbances, and problems occurred during the trip. As an initial point, the unbelievably and unacceptably hot bus remained in this state during the entire journey because of a broken air conditioning system. Not only the faulty air conditioning, but also your conductor spoke fragmented English and drove extremely fast.**

**The words "completely dissatisfied" understate my extreme displeasure at your low-performance standards. My profound disappointment begins with the fact I needed this tour for research purposes on transportation operators; however, your driver's low-level English prevented any clear assessment. Be that as it may, the company brochure indicates that "all vehicles come with air conditioning," and our bus lacked this prerequisite**

**Your bus company should endeavor to implement three recommendations without haste. First, use a recognized English test to ensure that the drivers maintain the requisite level of English. Secondary, but equally important to this proposal, the company engineers should pre-test the air conditioning, and third, the HR department should place a speed limit reminder for the drivers.**

**I respectfully request you immediately address these matters.**

**Sincerely,**

**Kane Siddiki**