



(You should write at least 150 words) **تسک 1 جنرال**

1. 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

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

Begin your letter as follows:

**Dear Sir or Madam,**

2. You recently went to a concert and thought one of the singers was very good. You want to tell how you feel.

**Write a letter to the singer. In your letter:**

- say how you feel about his/her performance
- give details of your music-related activities
- explain how you would like him/her to help you with your music-related activities

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

Begin your letter as follows:

**Dear Sir or Madam,**

3. You are not happy about a service you received a couple of days ago from a company and you have decided to complain about it.

**Write a letter to the company to complain about the poor service you received from its employee.**

In your letter, express:

- why you went to the shop/office
- how the employees behaved to offend you
- what you expect the company to do

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

Begin your letter as follows:

**Dear Sir or Madam,**

4. There have been several complaints about the reception area where visitors to your company arrive. Your manager has asked you to suggest how the reception area could be improved.

**Write a letter to your manager.** In your letter:

- describe the complaints that have been made
- say why the reception area is important
- suggest how the reception area could be improved

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

Begin your letter as follows:

- Dear .....,

5. A large company in your area has decided to spend a certain amount of money, either to sponsor a local children's sports team for two years, or to pay for two open-air concerts. It has asked for feedback from the general public.

**Write a letter to the company.** In your letter:

- describe the benefits of sponsoring the sports team

- summarise the benefits of paying for the concerts
- say how you think the company should spend the money

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

Begin your letter as follows:

**Dear Sir or Madam,**

6. During a recent plane journey, you sat next to a businessman who owns a chain of restaurants. You talked to him and he suggested that you should contact him about a possible job in one of his restaurants.

**Write a letter to this businessman.** In your letter:

- remind him when and where you met
- tell him what kind of job you are interested in
- say why you think you would be suitable for the job

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

Begin your letter as follows:

Dear .....,

7. You work at home and have a problem with a piece of equipment that you use for your job.

**Write a letter to the shop or company which supplied the equipment.** In your letter

- describe the problem with the equipment
- explain how this problem is affecting your work
- say what you want the shop or company to do

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

Begin your letter as follows:

**Dear Sir or Madam,**

8. You work for an international company. You have seen an advertisement for a training course which will be useful for your job.

**Write a letter to your manager.** In your letter

- describe the training course you want to do

- explain what the company could do to help you
- say how the course will be useful for your job

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

Begin your letter as follows:

Dear Sir or Madam,

9. You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.

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

- say where you think you left the papers
- explain why they are so important
- tell the manager what you want him/her to do

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

Begin your letter as follows:

Dear Sir or Madam,

10. You recently received a letter from a friend asking for advice about whether to go to college or to try to get a job. You think he/she should get a job.

**Write a letter to this friend.** In your letter:

- say why he/she would not enjoy going to college
- explain why getting a job is a good idea for him/her
- suggest types of job that would be suitable for him/her

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

Begin your letter as follows:

Dear .....,

11. You recently enjoyed a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service.

**Write a letter to the restaurant manager.** In your letter:

- give details of your visit to the restaurant
- mention the reason for the celebration
- say what was good about the food and the service

Begin your letter as follows:

Dear Sir or Madam,

12. You have recently applied for a course at a college and have been accepted. However, you cannot join the course due to some reasons.

**Write a letter to the principal of the college.** In your letter:

- which course you have been applied for
- why you cannot join the course
- ask about the possibility of the course in the future

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

Begin your letter as follows:

Dear Sir or Madam,

13. There have been some problems with the public transport you use to commute daily.

**Write a letter to the manager of the public transport company.** In your letter:

- describe the problems
- explain how these problems are affecting you and others
- suggest what could be done about it

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

Begin your letter as follows:

Dear Sir or Madam,

14. As an international student in Sweden, you have an account with a local bank. The monthly bank transfer you receive from your parents has been delayed this month due to an error at your parents' bank.

**Write a letter to your bank.** In your letter:

- introduce yourself and ask for a loan
- say why you need the money
- tell how you intend to pay back the money

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

Begin your letter as follows:

Dear Sir or Madam,

