

## IELTS General Training Writing Task 1 - Sample

Task 1 – Write about the following topic:

A friend has agreed to look after your house and pet while you are on holiday.  
Write a letter to your friend.

In your letter:

- give contact details for when you are away,
- give instructions about how to care for your pet,
- describe other household duties you would like your friend to undertake.

When giving contact details, you do NOT need to write any addresses; something like the name of a friend you are staying with, or a holiday destination is appropriate.

You can begin your letter as follows:

Dear \_\_\_\_\_,

### Writing Task 1 – Model Answer

Dear Ann,

Thank you for agreeing to house-sit for me. If you need to contact me during my holiday, I'll be staying at the Imperial Hotel in Bundaberg. If it's urgent, however, please ring my mobile phone, which I'll keep with me at all times. I've written the numbers on a sticky note which I've left on the fridge.

My cat needs to be fed twice daily so each morning and evening put a handful of crunchy food in his dish. You will find these in the kitchen pantry. Also, please check throughout the day to make sure he has fresh water. You can give him half a can of wet cat food in the evening.

I would like you to water my plants, too. The indoor ones in the living room only need water once every few days but the plants on the patio need to be watered daily unless there has been heavy rain. Finally, for security, please clear my mailbox every day and keep the outside lights on at night.

I look forward to seeing you on my return.

Kind regards,

Sara

**Total words: 182**