

SUCCESS

Coaching and Education Consultancy

IELTS General Training

Writing Sample Tasks with Model Answers

This resource has been prepared by Success Coaching and Education Consultancy to help students prepare for the IELTS General Training Writing test.

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1. About the Test Format

The IELTS General Training Writing test consists of two tasks: Task 1 and Task 2. Each task is marked separately, but Task 2 contributes more to the overall Writing score than Task 1.

In Task 1, candidates write a letter responding to a given situation — for example, requesting information, making a complaint, or offering suggestions. The recommended time is 20 minutes, and the response should be at least 150 words.

In Task 2, candidates write an essay responding to a point of view, argument or problem, using at least 250 words. The recommended time is 40 minutes.

Below you will find original practice questions prepared by our team, each followed by a model answer and examiner-style notes, so you can see exactly what a strong response looks like.

2. Task 1 – Sample Question A

WRITING TASK 1

You should spend about 20 minutes on this task.

You recently moved into a new apartment. However, the noise from the neighbouring flat is making it very difficult for you to sleep and study.

Write a letter to your building manager. In your letter

- *explain the situation*
- *describe how it is affecting you*
- *say what action you would like the manager to take*

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer

Dear Sir or Madam,

I am writing to raise a concern about the noise levels coming from the flat next to mine, which I moved into three weeks ago.

Almost every evening, the neighbouring tenants play loud music or have guests over until late at night. As a result, I find it very difficult to fall asleep, and I often wake up feeling tired the next morning. This has also started to affect my work, since I need a quiet environment to concentrate in the evenings.

I understand that residents are entitled to enjoy their homes, but I would be grateful if you could remind the tenants of the building's quiet hours policy. It would also help if you could look into whether the walls between the flats could be better insulated against sound.

I would appreciate it if this matter could be addressed as soon as possible, as it is having a real impact on my daily life.

Yours faithfully,

A. Taylor

Note: This response covers all three bullet points clearly, uses a polite but firm tone, and links ideas with appropriate connectors. Vocabulary such as "quiet hours policy" and "sound insulation" shows a good range for the task. This is representative of a Band 7 response.

3. Task 1 – Sample Question B

WRITING TASK 1

You should spend about 20 minutes on this task.

Your local sports centre is planning to introduce new classes and facilities. They have asked members to send in their suggestions.

Write a letter to the manager of the sports centre. In your letter

- *say what you like about the sports centre*
- *say what could be improved*
- *suggest new classes or facilities that could be added*

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer

Dear Sir or Madam,

I have been a member of the sports centre for over a year, and I would like to share a few thoughts on how the facility could be improved.

Firstly, I really appreciate the friendly staff and the wide range of gym equipment, which is always well maintained. The opening hours are also convenient, as I can visit early in the morning before work.

However, the changing rooms could be cleaner, and there are often not enough lockers available at peak times. It would also be helpful if more information about class schedules were available online, since the noticeboard is not always up to date.

In terms of new additions, I would suggest introducing a beginner-friendly yoga class in the evenings, as well as a small area for stretching and recovery after workouts. A few members I have spoken to would also welcome a swimming class for adults who cannot swim yet.

I hope these suggestions are useful, and I look forward to seeing further improvements at the centre.

Yours faithfully,

J. Morgan

Note: All three bullet points are addressed in a logically organised way, with clear paragraphing. The suggestions are specific and realistic, and the letter maintains a consistently polite, constructive tone throughout — features typical of a Band 7–8 response.

4. Task 2 – Sample Question A

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Many young people today spend a large part of their free time on smartphones and social media, rather than meeting friends in person.

Why do you think this is happening, and what effects does it have on young people?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

Model Answer

It is increasingly common to see young people absorbed in their phones rather than spending time with friends face to face. In my view, this trend is driven mainly by convenience and social pressure, and it has both positive and negative consequences for young people's development.

One reason for this shift is that social media apps are designed to be highly engaging, offering constant updates, messages and entertainment. For many teenagers, checking a phone feels easier and more immediate than arranging to meet someone in person, especially when friends live far apart or have busy schedules. In addition, there is a social expectation to stay constantly connected online, which can make young people feel they are missing out if they are not active on these platforms.

This behaviour has several effects. On the positive side, social media allows young people to stay in touch with friends and family across long distances, and it can help shy individuals build confidence in communicating. However, the negative effects are, in my opinion, more significant. Spending excessive time online can reduce the quality of face-to-face social skills, as young people become less practised at reading body language or handling real-life conversations. It can also contribute to feelings of anxiety or low self-esteem, particularly when teenagers compare their lives to the curated images they see online. Furthermore, time spent scrolling through social media often replaces physical activity, which can affect both physical and mental health.

In conclusion, while smartphones and social media offer clear benefits in terms of staying connected, the reduction in face-to-face interaction among young people is, on balance, a worrying trend. Parents and schools could play a greater role in encouraging a healthier balance between online and offline social life.

Note: This essay directly answers both parts of the question (why, and what effects), with a clear position, well-developed paragraphs and a range of complex sentence structures. This is representative of a Band 7–8 response.

5. Task 2 – Sample Question B

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

In many large cities, traffic congestion and pollution caused by private cars are becoming serious problems.

Some people believe that the best solution is to invest in public transport, while others think people should simply be discouraged from using cars.

Discuss both views and give your own opinion.

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

Model Answer

Traffic congestion and air pollution are among the most pressing challenges facing large cities today. While some argue that improving public transport is the most effective solution, others believe that discouraging car use directly, for example through charges or restrictions, is more important. This essay will consider both perspectives before presenting my own view.

Those who favour investing in public transport argue that people will only give up their cars if a convenient and affordable alternative is available. If a city builds an efficient network of buses, trams and trains, commuters are more likely to choose these options voluntarily, without feeling forced to change their habits. For example, cities that have expanded their metro systems have often seen a noticeable drop in car use, simply because travelling by public transport becomes faster and cheaper than driving.

On the other hand, supporters of discouraging car use point out that public transport improvements alone may not be enough, particularly if driving remains cheap and convenient. Measures such as congestion charges, higher parking fees, or restricting certain vehicles from city centres can create a stronger incentive for people to change their behaviour more quickly. Without such measures, some argue, drivers may continue using their cars out of habit, even when good public transport exists.

In my opinion, the two approaches work best together rather than in isolation. Investing in public transport provides the necessary alternative, while measures that make driving less convenient encourage people to actually use that alternative. A city that only builds public transport without addressing the low cost of driving may see limited change, whereas restrictions introduced without a good transport network would simply inconvenience residents.

In conclusion, although both public transport investment and measures to discourage car use have merits, combining the two is likely to be the most effective way to reduce traffic congestion and pollution in large cities.

Note: Both views are discussed in balanced detail before a clear personal opinion is given, as required by the task. Ideas are logically sequenced with effective linking devices, and topic-specific vocabulary ("congestion charges", "commuters") is used accurately — features typical of a Band 8 response.

6. Assessment Criteria

In the IELTS Writing test, candidates are assessed against four key criteria. The names differ slightly between Task 1 and Task 2, but the underlying principles are the same.

Task 1 Criteria

- Task Achievement: how fully, appropriately and accurately the letter covers all the required bullet points, using at least 150 words.
- Coherence and Cohesion: whether ideas are presented in a logical order and linked clearly using connectors, pronouns and other cohesive devices.
- Lexical Resource: the range, accuracy and appropriacy of the vocabulary used for the task.
- Grammatical Range and Accuracy: the variety of sentence structures used and the accuracy of grammar throughout.

Task 2 Criteria

- Task Response: whether the candidate has formed a clear position in response to the question and supported it with relevant ideas and examples, using at least 250 words.
- Coherence and Cohesion, Lexical Resource, Grammatical Range and Accuracy: assessed using the same principles as in Task 1.

Note: Responses that are partly or wholly copied or written using bullet points or notes instead of full connected text, will be penalised. Answers should always be written as continuous prose.

7. Tips for Exam Success

- Stick to the recommended timing: 20 minutes for Task 1 and 40 minutes for Task 2.
- In Task 1, make sure you address every bullet point — missing one will reduce your score directly.
- In Task 2, answer every part of the question in a balanced way (for example, both "why" and "what effects" if both are asked).
- Organise your writing into clear paragraphs: an introduction, development paragraphs, and a conclusion. This improves your Coherence and Cohesion score.
- Always check your word count — at least 150 words for Task 1 and 250 words for Task 2.
- Leave a few minutes at the end to proofread your work for spelling, missing words and grammar mistakes.
- Aim for a mix of sentence structures, but prioritise clarity — a simple, accurate sentence is worth more than a complex one full of errors.

8. Book Your Free Appointment

Preparing for IELTS on your own can be challenging. Our tutors at Success Coaching and Education Consultancy provide personalised feedback on your Writing tasks, helping you identify exactly what is holding your band score back.

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