

IELTS General Training, writing task 1 (informal letter)

Example question shown in the video lesson:

You had arranged to meet a friend next week, but you have realised that you will not be able to go.

Write a letter to your friend. In your letter

- cancel the meeting with your friend and apologise
- explain why you will not be able to meet your friend
- suggest where and when you could see each other instead

Here's the model answer shown in the video lesson.

Task: Underline the **less common vocabulary** and **informal features** in the letter.

Dear James,

I hope you're well. I'm afraid I have a bit of bad news related to our plan to meet next Friday evening.

I was really looking forward to catching up with you, but unfortunately something has come up and I'm not going to be able to make it. I'm really sorry to have to cancel, especially as we haven't had a proper chat for such a long time.

So, what's my excuse? Well, my boss has just informed me that I'm going to be speaking at a conference in London that runs from Wednesday to Friday. I thought I might be able to rush back on the Friday afternoon, but apparently we're being treated to an evening meal in the hotel, and I'm expected to attend.

On a more positive note, it's my birthday the following Saturday, and I'm planning to have a small celebration with family and close friends. I'll be cooking a meal at my place, and you're more than welcome to come along.

Sorry about next Friday, but I hope to see you at my birthday party!

Best regards,

John

(185 words, band 9)