

IELTS General Training, writing task 1

Example question shown in the video lesson:

You recently organised a party for your company at a hotel.

Write a letter to the hotel manager. In your letter

- describe the party and how it went
- explain why you were pleased with the hotel's service
- suggest some improvements that the hotel could make

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

Task: underline the "less common" vocabulary mentioned in the video

Dear Sir or Madam,

I am writing with regard to the party that my company held at your hotel last weekend.

The event commemorated our company's 20th anniversary, and all two hundred staff members from across the country were invited. I am pleased to say that everything went according to plan and it was a thoroughly enjoyable and memorable evening.

We were particularly impressed by the hotel personnel on the night, including waiters, bar staff and members of the events team. They were friendly, welcoming and attentive, and they ensured that the party ran smoothly.

Perhaps I could make one or two suggestions for future events. First, a little more care could have been taken with decorations in the events room; for example, it would have been nice to see more balloons. Second, a few people struggled to find the events room when they arrived, so you might consider improving your signage in the hotel.

On behalf of all of my colleagues, I would like to thank you and your team for hosting such a special event.

Yours faithfully,

John Smith