

Better English Letter Writing with Real IELTS Samples

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Introduction

Better English Letter Writing with Real IELTS Samples is a complete preparation course which helps you improve your English letter writing skills and achieve a higher score in international exams such as IELTS, TOEFL, etc. You can use it as a book to study on your own or in a class. If you are studying as a part of a class, your teacher can explain the required skills and grammatical structures.

Over the course of this book, you can be well prepared to write different kinds of English letters. **Better English Letter Writing with Real IELTS Samples** is subdivided into six sections which are Model Answers from Real IELTS Exams, Model Answers for IELTS Letter Writing, IELTS Sample Letters of Band 6-7, IELTS Sample Letters of Band 8, Samples of English Legal & Banking Letters, Samples of English Letters for Sale & Marketing.

At the end, we wish that this book would help readers increase their interest in working more and improve their letter writing ability for expressing their ideas more easily. We also hope this book can help students and teachers alike, with the appropriate materials for English letter writing. The readers' suggestions and comments will be heartily welcomed and utilized.

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Model Answer for a letter (from June 2011 exam in Australia)

You should spend about 20 minutes on this task.

Write a letter to the manager of your local bus service. They have recently made some changes to the bus services which created inconveniences for you. In your letter, explain:

- what are the changes
- what are the problems you are facing
- what part of the service would you like to change

You should write at least 150 words.

Model Answer

Dear Sir/Madam,

I am a regular patron of your transit service and am writing in response to a recent change you made to the transit schedule.

You see, I am one of many commuters who transfer at Glasgow Central station from bus 22D to bus 33A during my commute home. Prior to your schedule changes, I had more than enough time to do this. However, according to the new schedule the 22D gets to Glasgow Central at 17:44, which is 4 minutes after the 33A departs. As the 33A runs on the hour, the next available departure is not until 18:40. As you can imagine, this has caused a lot of grief for my fellow travelers and I as we are required to wait almost an hour simply because the routes no longer line up correctly.

I would be most grateful if the Glasgow Transit Company could look into this matter and consider reinstating the former schedule to allow these routes to match up more precisely.

Sincerely,

Ryan