



15 Letters + Tutorial

**IELTS Writing Task 1
(General)**

(Version 1)

**By
Kevin A Dean
&
Payman Karimi**

www.ielts9.pro

2020

Authors' rights

The right of Kevin A Dean and Payman Karimi to be identified as the authors of this work has been asserted by them in accordance with the Copyright, Designs and Patents Act 1988. No part of this publication shall be reproduced in any form in any medium without the prior consent of the authors and shall be personally attributed to the authors. Permission may be granted if a written request is submitted. All trademarks in this guide are the property of the authors.

IELTS9PRO

Preface

Hello and welcome! In this book you will find 15 Band 9.0 IELTS Task 1 formal and informal letters along with letter writing tutorial. We have written these letters so that you can copy the ideas and the structures for your IELTS preparation. We hope you find them useful.

Good luck with the test.

Thank you.

Kevin A Dean &
Payman Karimi

IELTS9PRO

Formal letters

Now this task is one of the easiest, if not the easiest, of the IELTS writing tasks for the simple reason it tells you exactly what to write. Unlike the essays and report tasks where you have to do some thinking for yourself, here, the task gives you three prompts which you just have to follow.

First, how do you know when a letter is formal or informal? You should really know this, but I will spell it out for you here. There are several clues, first, the task instructions, second, the person you are asked to write to. So if it is a complaint, a resignation, a request for assistance, then these are pretty much always formal, and if you do not have the name of the person to write to then it is formal.

So, the task instructions...if we take the example below

Last week you were on a flight to London. Unfortunately, when you left the plane, you left a bag. You did not remember about the bag until you got to your hotel.

Write a letter to the airline.

- ***Explain what has happened,***
- ***describe the bag and its contents***
- ***and say what you would like them to do about it.***

You should write at least 150 words.

You do **NOT** need to write your own address. Begin your letter as follows:

Dear Sir,

Dear Sir...? Well, does that sound like you are writing to a friend? No, so that's the first clue, this letter is formal.

The next bit, to reinforce this idea, you are asked to write to the airline...so you would probably be addressing it to the customer service dept (formal), or to general inquiries (formal), so not a friend, so not informal.

Let's consider some more examples and see whether they are formal or not...

You ordered a new chequebook from your bank two weeks ago but you received nothing.

Write a letter to the manager complaining about the bad service.

Say

- ***when and how you ordered the cheque book.***
- ***Ask how much longer you will have to wait***
- ***and ask the manager what action he will take over this matter.***

As you are writing to a bank manager to complain, this would definitely be a formal letter.

You would like to buy some electrical goods at a shop in a nearby town.

Write a letter to the shop and

- ***ask if they have the things you want or whether they will be able to order them.***
- ***Ask what the prices are***
- ***and how long they will be able to hold the goods for you.***

As you are making an inquiry about a possible purchase and you have no idea of the name of the person to write to, this would be something like "Dear Sir or Madam", or "To whom it may concern", and therefore formal.

You have been invited to attend an interview for a place studying a course in a college. Unfortunately, because of a previous appointment you cannot come at the time they wish.

Write a letter to the admissions tutor and

- ***explain your position.***
- ***Apologise and offer to come on another day or later the same day.***
- ***Ask also how long the interview will be and whether there will be any tests during it.***

This would be an apology for a failure to attend, and as it is to a college administrator, formal.

So let's consider a structure we might use for such a letter, as you will see this is pretty straightforward and is one of the reasons why task 1 is only a third of your total writing score, as they basically tell you what to write in a letter task.

Formal letter Structure

Dear Sir/Madam -To whom it may concern

Paragraph 1- reason for writing.

Paragraph 2- point 1 and supporting details

Paragraph 3- point 2 and supporting details

Paragraph 4- point 3 and supporting details

Closing

Yours faithfully

Your Name

Now to see this in a couple of examples...

We will use the apology letter to the admin tutor above for this purpose. As you see we have three things to accomplish, explain the situation, apologise and offer to reschedule, and inquire about the format of the interview.

Dear Sir or Madam

I am writing to inform you of my inability to attend the scheduled interview for college admission on the 21st of this month. The reason I cannot attend at the scheduled time is that I have a long standing hospital appointment which I am unable to break.

I would like to apologise for any possible inconvenience this may cause you as this was not my intention, I was wondering if I could request another interview at a later time on the 21st or another day, if convenient to you.

I should also like to inquire as to how long the interview will last as I may have to leave after a certain time, and also could you tell me if there will be any kind of exam or test during this process so that I might prepare for it?

My apologies again for this inconvenience and I hope to hear from you soon.

Yours faithfully

Kevin A Dean

(162 words)

Ok, let's have another; the missing chequebook from the bank manager should do nicely.

Dear Sir

I am writing in regard to the matter of the chequebook I ordered from your branch two weeks ago and which has yet to arrive.

As you will see from your records, I made an order for a replacement chequebook on the 21st of last month, some two weeks ago, at the time I was assured by one of your staff in the Oxford branch that this would in fact only take three to five working days to arrive. However, here we are over two weeks later and I still do not have my chequebook.

I would like to inquire how long you anticipate this item will take to arrive as I am a business man who makes extensive use of my chequebook and not having one is therefore very inconvenient for my everyday dealings.

Could you please inform me what action you intend to take regarding this matter as I wish to see it resolved as soon as possible.

Yours faithfully,

Kevin A Dean

(167 words)

I hope you can see the structure in these two examples, as you will no doubt have seen from your study and practice, the letter task is the same every time so you can use this three-point structure every time also. Having such a structure means (as you may have seen in my other posts/vids) that you don't need to think too much about how to write, only what to write, and we don't need any particularly great ideas here, just use your imagination and make sure that you address the three points as required.

When you make your plan before writing (as you always should regardless of task 1 or 2) all you need to do is to think of the points in the instructions and how you can support them, no fancy ideas needed.

A quick word as to grammar, in formal English we would tend to

- avoid contractions (can't, won't, etc)
- avoid slang or colloquial expressions
- use of passive if possible
- use of more complicated styles of expressions (see examples above for this)

Next, how to write an informal letter...

IELTS9PRO

Informal letters

As for a formal letter, you will be given instructions (write 150 words/no need to write an address/how to begin your letter) and three points to write about. These points tell you exactly what to say and will structure your letter. It might say something like

You recently got a new job abroad.

Write a letter to a friend. In your letter

- **explain why you left your old job**
- **why you moved abroad for work**
- **describe your new job**

So, you would go through these points in order with details and examples, relatively straightforward.

Your first job though is to identify if this is a formal or informal letter. We have already seen how to do that, but obviously if it says “Write to a friend” then you already know the answer. As I also mentioned, we have to consider audience and also purpose when writing anything. That is to say, who you are writing to and hence how formal or informal, also why you are writing, what is the purpose of the letter.

The instructions will give you an idea as to this, but in general terms for informal letters, you might be asked to

- **apologise to someone**
- **make a request**
- **invite someone or reply to an invitation**
- **inform someone of some news**

Let's have a look at a structure we might use then as I mentioned previously, we can use this for every letter as it is essentially the same.

Informal letter Structure

Greeting: Dear (name of your friend)

Paragraph 1: reason for writing (I am just writing to let you know.....etc)

Paragraph 2: point 1 and supporting details

Paragraph 3: point 2 and supporting details

Paragraph 4: point 3 and supporting details

Closing: (Hope to see you soon....etc)

Sign off: (best wishes/ all the best, etc...)

Your first name.....

Pretty simple, and I have put some examples below to illustrate this. One more point, to do with grammar and vocabulary, in informal letters we can use contractions (I've, Don't, Can't, Won't, etc). However, do not use text speak abbreviations (luv, bcuz, bro) or acronyms (IMO, WTF, LOL, or whatever).

Example 1: making a request

You have just come back from a week at a friend's house and realised you left your passport there.

Write a letter to your friend. In your letter:

- ***thank your friend for the holiday***
- ***explain your problem with the passport***
- ***ask them to send it back to you***

Dear Ken,

Good to see you this past week, it's been too long.

It was great to spend that week at your place, seeing all the old sites and pubs we used to go to, makes me wish I could go back to the old times.

The reason I am writing now, and I am sorry to bother you so soon but I just got back and I can't find my passport, I know I had it in my backpack inner pocket but now I come to look for it and I can't find it anywhere. The only thing I can think of is it must have dropped out at your place.

I put my pack in the closet next to the bed in the spare room, and I was hoping if you look there you will find it.

If you do, and I really hope you do, can you do me a favour and post it back to me? If you send it by registered mail I will pay for it, I really need it as soon as possible.

Thanks for taking the time to look, sorry again for the bother.

My best wishes always,

Keve

(198 words)

Example 2: giving advice

A friend has written to you asking for advice about leaving his job to teach abroad. You had a similar experience in the past. Write a letter to your friend.

In your letter:

- **tell your friend you understand his problem**
- **explain how you made your decision**
- **suggest possible options for consideration**

Dear Dave,

Good to hear from you again after such a long time.

Thanks for reaching out to me over your problem, I hope I can offer some useful suggestions and advice.

I understand your dilemma, seriously I do. When I quit my job all those years ago to go to uni, then to teach abroad I had to think long and hard about the consequences.

Let me tell you how I made my decision, actually it was easy, I asked myself, was I happy, and the answer was no. That was it, I thought about money of course, and other practical things, but the fact was that job wasn't making me happy so I quit.

So, this is what I think you should do, make a list of the pros and cons of your current job, and if the cons outweigh the pros, then that's your answer. You can take a training course in the UK or abroad, and live your dreams, it's up to you.

Sorry if that's a bit short, but that's all you need to think about. If you are not happy, go do something that will make you happy. It really is that simple.

Let me know what you decide.

Best wishes for the future,

Kev

(211 words)

Ok, there you go! These examples are a little long but as long as you can finish in 20 minutes; that's all that matters. I hope this will give you some ideas as to



structure, vocabulary, etc and you can refer to the following pages to see more examples.

IELTS9PRO

Letter # 1

You work at home and have a problem with a piece of equipment that you use for your job. Write a letter to the shop or company which supplied the equipment. In your letter

- ***describe the problem with the equipment***
- ***explain how this problem is affecting your work***
- ***say what you want the shop or company to do***

Dear Sir or Madam,

I am writing to complain about a malfunction in the Wi-Fi modem which I purchased from your shop on the 21st of September this year. The model is VK 12989E, serial number 38476297.

I was initially quite satisfied with this purchase, as for the last two months it has performed to its description, however, over the last week the signal strength has decreased and currently there is no signal at all anywhere in my house.

This is especially annoying as I work from home as a freelance accountant, this means I need constant internet access throughout the day to contact my clients and respond to emails, hold online meetings, etc. The failure of the Wi-Fi unit means I either cannot work at all, or I have to find some cafe with sufficient internet to do some of my business correspondence, a situation which is far from ideal as you may appreciate.

As per your warranty, I would like you to replace my unit as soon as possible so I can continue to operate my business. I do not want it repairing, as this would take too long and I need my internet back immediately. I shall bring my inoperative modem to your shop today and would like you to have a replacement ready for me to collect.

I look forward to hearing from you.

Yours faithfully,

Kevin.A.Dean

Letter # 2

You recently attended a meeting at a hotel. When you returned home, you found that you had left some important papers at the hotel. Write a letter to the manager of the hotel. In your letter

- **say where you think you left the papers**
- **explain why they are so important**
- **tell the manager what you want him/her to do**

Dear Sir or Madam,

I am writing to request your help in an important matter regarding my visit to the ELT conference 2017 held at your hotel on the 21st of this month. When I returned home following the meeting I found that I had mislaid some confidential documents which I believe are at your hotel.

As I remember, I was in the bar after my presentation chatting with my fellow conference goers and I put my briefcase and file folder down on a table with a jacket and my outer coat on the top of them. When I left I must have knocked the papers under the table, this was the table next to the Men's toilet.

These papers are financial projections for my business and as such as are not for public consumption, if my competitors saw these files I would be majorly embarrassed so you can see why their return is imperative.

I would like to ask you to search the area around the table, check the cleaners, and the waste bins and see if my files are anywhere in your hotel. They are in a blue file folder with my company name ELT Ltd on the cover. If found, I request you send them by courier to my address as soon as possible, I will pay any courier fee and expenses you may incur for this service.

I hope you can help and I thank you in advance for your efforts.

Yours faithfully,

Kevin.A.Dean

Letter # 3

You recently received a letter from a friend asking for advice about whether to go to college or to try to get a job. You think he/she should get a job. Write a letter to this friend. In your letter

- ***say why he/she would not enjoy going to college***
- ***explain why getting a job is a good idea for him/her***
- ***suggest types of job that would be suitable for him/her***

Dear John,

Nice to hear from you again, it's been quite a while, I just wanted to reply to your last letter asking for advice about whether you should work or study. Well, my advice is get a job!

I want to explain that a little, it's not that I think you are too dumb for college, far from it, but I think you are not an academic. These days, you need to be serious minded about study, and as we know you are not that serious, you are a fun loving guy as we all know. So, I don't think you would really have a good time there.

In my view, getting a job is a much better option for you. You can work in the week, then have the weekends free to party, with nothing to worry about till the following Monday. At college, you have to be focused on your studies all the time, if you want to succeed, so a job is best for you.

You know, you can make some good money these days, and you are always complaining you are broke. So, you are a hands-on guy, you could work in a bar, get some good tips. Or try construction, you are a big lad, that could work for you. In short, there are lots of jobs you could do, so I would just look in the local paper and get some interviews.

Well, I hope this was what you wanted to hear. Drop me a line again anytime.

See you soon.

Kev ●

Letter # 4

You ordered a new chequebook from your bank two weeks ago but you have received nothing. Write a letter to the manager complaining about the bad service. In your letter

- ***say when and how you ordered the chequebook***
- ***ask how much longer you will have to wait***
- ***ask the manager what action he will take over this matter***

Dear Sir,

I am writing in regard to the matter of the chequebook I ordered from your branch two weeks ago and which has yet to arrive.

As you will see from your records, I made an order for a replacement chequebook on the 21st of last month, some two weeks ago; at the time I was assured by one of your staff in the Oxford branch that this would in fact only take three to five working days to arrive. However, here we are over two weeks later and I still do not have my chequebook.

I would like to inquire how long you anticipate this item will take to arrive as I am a business man who makes extensive use of my chequebook and not having one is therefore very inconvenient for my everyday dealings. This issue has already cost me several customers and delayed orders and I really need to either have a new book, or know precisely when the new one will arrive.

Could you please inform me what action you intend to take regarding this matter as I wish to see it resolved as soon as possible? I would like you to respond as soon as possible to this request for information as this is urgent for me.

Looking forward to a speedy resolution to this issue.

Yours faithfully,

Kevin A Dean

Letter # 5

You have been invited to attend an interview for a place studying a course in a college. Unfortunately, because of a previous appointment you cannot come at the time they wish. In your letter

- ***write to the admissions tutor and explain your position***
- ***apologise and offer to come on another day or later the same day***
- ***ask also how long the interview will be and whether there will be any tests during it***

Dear Sir or Madam,

I am writing to inform you of my inability to attend the scheduled interview for college admission on the 21st of this month. The reason I cannot attend at the scheduled time is that I have a long standing hospital appointment which I am unable to break. As this appointment is for a check-up for a serious medical condition for which I have been waiting for a long time, I would rather not miss it if at all possible.

Therefore, as a result of this I would like to apologise for any possible inconvenience this may cause you as this was not my intention. I was wondering if I could request another interview at a later time on the 21st or another day, if convenient to you. I hope we can come to some mutually satisfactory time for this.

I should also like to inquire as to how long the interview will last as I may have to leave after a certain time, and also could you tell me if there will be any kind of exam or test during this process so that I might prepare for it? Any information you can give me about the process would be most welcome.

My apologies once again for this inconvenience and I hope to hear from you soon.

Yours faithfully,

Kevin A Dean

Letter # 6

You have just come back from a week at a friend's house and realised you left your passport there. Write a letter to your friend. In your letter

- ***thank your friend for the holiday***
- ***explain your problem with the passport***
- ***ask them to send it back to you***

Dear Ken,

Good to see you this past week, it's been too long.

It was great to spend that week at your place, seeing all the old sites and pubs we used to go to, makes me wish I could go back to the old times.

The reason I am writing now, and I am sorry to bother you so soon but I just got back and I can't find my passport, I know I had it in my backpack inner pocket but now I come to look for it and I can't find it anywhere. The only thing I can think of is it must have dropped out at your place.

I put my pack in the closet next to the bed in the spare room, and I was hoping if you look there you will find it.

If you do, and I really hope you do, can you do me a favour and post it back to me? If you send it by registered mail I will pay for it, I really need it as soon as possible.

Thanks for taking the time to look, sorry again for the bother.

My best wishes always,

Kev

Letter # 7

A friend has written to you asking for advice about leaving his job to teach abroad. You had a similar experience in the past. Write a letter to your friend. In your letter

- ***tell your friend you understand his problem***
- ***explain how you made your decision***
- ***suggest possible options for consideration***

Dear Dave

Good to hear from you again after such a long time. Thanks for reaching out to me over your problem; I hope I can offer some useful suggestions and advice.

I understand your dilemma, seriously I do. When I quit my job all those years ago to go to uni, then to teach abroad I had to think long and hard about the consequences.

Let me tell you how I made my decision, actually it was easy, I asked myself, was I happy, and the answer was no. That was it, I thought about money of course, and other practical things, but the fact was that job wasn't making me happy so I quit.

So, this is what I think you should do, make a list of the pros and cons of your current job, and if the cons outweigh the pros, then that's your answer. You can take a training course in the UK or abroad, and live your dreams, it's up to you.

Sorry if that's a bit short, but that's all you need to think about. If you are not happy, go do something that will make you happy. It really is that simple.

Let me know what you decide.

Best wishes for the future,

Keve

Letter # 8

You are very disturbed by the noise coming from a restaurant opened nearby recently. Write a letter to the restaurant manager and say

- ***what problem you experience***
- ***what the management should do about it***
- ***describe what you will do if the problem is not resolved***

Dear Mr Adams,

I am writing to complain about the noise coming from the newly opened restaurant Riley's Bar and Grill, of which I believe you are the manager.

I am a local resident in the same street as your restaurant, actually I live two doors down, and the problem I and the other residents have is with the noise of your customers when they are leaving your premises. As you close at midnight, the sound of people laughing, shouting, and slamming car doors, etc, is a disturbance to those of us who have to get up for work in the morning.

I would like to request that either you change your closing hours to 11 pm, or if that is not possible then I would like you to ensure your patrons are quiet when they leave your premises.

I do not want to make threats, but if you do not take action in respect of this matter then I shall be forced to complain to the local council, and the police, to ask them to take steps. I would prefer not to have to do this but feeling in the street is high over this issue.

I look forward to your swift response.

Yours sincerely,

Kevin.A.Dean

Letter # 9

You will be moving to a new office soon. Write a letter to the general manager to request some necessary equipment for your future office. In your letter say

- ***what equipment you will need and when***
- ***explain why you need it***
- ***suggest where to get it from and why***

Dear Mrs Smith,

I am writing to you in your capacity as general manager of Wendell Offices to request some furniture and equipment for my new office in your building.

I am moving into the office on the 23rd of next month and I need, a whiteboard for the main wall, two electric stand-up desks to a height of 160cm, and a Wi-Fi enabled printer. I have some of my own furniture which I will have delivered but these are the items I need from you.

As I am holding online webinars for my teaching company, the board and stand-up desks are essential for my broadcasting and teaching. And the printer is also vital for my clients who come to the office for one to one tutorials.

May I suggest that you buy these items from Alza.sk, as they have all these things in stock, and they arrange delivery at a low cost. Of course, if you have any better alternatives from your past experience then that will be fine, but if not, I recommend Alza.sk as I have used their services before and was always satisfied.

Thanks in advance for meeting my requests, I look forward to moving in and starting work in your building.

Yours sincerely,

Kevin.A.Dean

Letter # 10

You have borrowed something from your friend for a party and unfortunately it was damaged. Write a letter to your friend to apologise and say

- ***what and when you borrowed***
- ***what happened to it and Why.***
- ***what you suggest to do about it***

Dear James,

Just a quick letter of apology from me to say sorry for damaging the karaoke system you lent me for my party last week.

First, I want to say it was very good of you to agree to lend me your karaoke player with the mic and speakers for my birthday party on Sat 23rd of March. I had planned this party for a while and your machine was going to be a major part of the entertainment for it, along with the beer of course.

So, let me tell you some of the details, well, the party kicked off pretty well, we were drinking some brew and people were dancing around then a bit later on it was time to start singing. This was after people had had a few beers, as it takes a drink to get most people singing, me included. Anyway, the upshot of it is, my girlfriend was a bit drunk and she fell over and smashed the system. Accidentally of course, but the cover was broken and the CD drawer came apart so it's unusable now.

I am really sorry about this and my suggestion is that I buy you a brand new system. It's only fair to you, and I don't think it can be repaired in any case as it is pretty beat up. So what I will do is order a new one online, and have it delivered to your address, it's the least I can do.

I hope this will make things right between us and I apologise once again.

Best regards,

Kev

Letter # 11

You are looking for a part-time job. Write a letter to an employment agency. In your letter,

- ***introduce yourself***
- ***explain what sort of job you would like***
- ***say what experience and skills you have***

Dear Sir or Madam,

I am writing to make a request for your services in finding me a part-time position beginning as soon as possible.

My name is Kevin Dean, and I am a native English teacher from the UK looking for a position in a language school or institute in Tehran. I have a TEFL cert and an MA degree in English and Applied Linguistics as well as seven years teaching experience around the world.

The kind of job I am looking for would preferably be part time as I have my own online business and need to spend some hours working on that, so two or three days a week would be ideal for me. I specialise in examination preparation so if you know any institute that requires such staff I would be very happy to talk to them.

To explain more about my background, apart from my academic qualifications I have lived and taught in Turkey, China, the Czech Republic, and Hungary, as well as having taught online for the last three years. I have held one to one lessons, group courses, company courses, and children's lessons and camps so my experience is quite extensive.

I hope you can help me in my search and I will be happy to correspond further or come to your office for a discussion if convenient.

Yours faithfully,

Kevin.A.Dean

Letter # 12

You recently stayed in a hotel in a large city. The weather was very unusual for the time of year and the heating / cooling system in the hotel was quite inadequate. Write a letter to the manager of the hotel. In your letter

- ***give details of what went wrong***
- ***explain what you had to do to overcome the problem at the time***
- ***say what action you would like the manager to take***

Dear Sir or Madam,

I am writing to complain about about my recent stay in your hotel, The Kings Arms, in Bratislava, on the 21st of December 2017 and the complete inadequacy of the heating system installed in room 402.

On the above date, I had the unfortunate experience of staying in your hotel whilst attending a conference. When I checked in, the room was clearly very cold and not in a fit state for guests to sleep in. I immediately informed the front desk and they assured me the heating would be working upon my return to the hotel that evening after I had been to the conference. However, that was not the case and the room was freezing cold, and most uncomfortable.

I had to sleep so I had no choice but to wear my clothes in bed, and to place my overcoat on the bed in an effort to stay warm. I was assured that the heating would come on “soon” and so I tried to sleep. This did not work, as it was far too cold, I only slept for a couple of hours and spent the rest of the night awake and shivering.

This situation was unbearable and completely unexpected from a four star hotel, as compensation I demand an immediate refund of my money for the stay. If you refuse this request then I shall have no choice but to refer you to the hotel ombudsman and make an official complaint regarding this matter.

I look forward to your prompt response.

Yours faithfully,

Kevin.A.Dean

Letter # 13

Write a letter to your friend and ask him /her to translate an important document you have received. In your letter say

- **why it is important to you**
- **how fast you need it back**
- **why you need his / her expertise**

Dear Payman,

I hope you are well, sorry to bother you but I have a favour to ask, could you do some translation for me? I have an urgent letter from the Iranian Embassy about my visa application and it is all in Farsi, so I need your help.

As you know, I recently applied for a job with the Top Training Centre in Tehran and I had to send all my documents to them so they could see about getting me a visa. I have been waiting for a month now and I finally got a letter back, so I need to get this translated and replied to otherwise I can't take the job and you know how much this means to me.

I don't want to push you, but I really need it in the next day or two, the deadline for application is fast approaching and I don't want this job to go to someone else so if you can do it today, I would greatly appreciate it.

I didn't want to bother you as I know you are busy but I have no one else to turn to, seriously, an agency would take too long and be too expensive and I know you can do it as your English knowledge is excellent, unlike my Farsi.

So, sorry for the bother again, and I hope you can help me out.

Best wishes and appreciation always,

Key

Letter # 14

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 on how to care for your pet***
- ***Describe other household duties***

Dear Key,

I hope you are well. I wanted to thank you for looking after my place and my dog Sam while I am away, and also I wanted to give you some general directions for what to do.

So, you can contact me if you need to by email of course, kevinadean@gmail.com, and my new mobile number +421 0919164139. In real emergencies, you can get my parents anytime on 01977510493, they only live ten mins away from the house, but I can't see anything serious happening, unless the house burns down.

As for Sam, he is not too fussy about food, I bought a few bags of his favourite chow and some treats, etc, you will find them in the cupboard under the stairs with a feeding rota stuck to the door. If you can walk him first thing in the morning too, that would be great, there's a park at the end of the street which he likes.

Apart from that, can you just water the plants once a day and keep the place relatively tidy and that's it. I really appreciate your help in this, thanks again.

See you when I get back.

Best wishes,

Dave

Letter # 15

An English-speaking friend is coming to study in your town next year and has written asking for information and advice. Write a letter to your friend. In your letter

- ***Offer to find a place for him / her to live***
- ***Give advice about how to find a part-time job***
- ***Give information on where he / she can learn your language***

Dear Payman,

Great to hear from you after all this time, it's really good to know you are coming to Bath to study. Let me give you some advice to help you get started.

First things first, you need a place to stay. Uni accommodation is not bad but you might be out of luck there as demand is heavy this time of year. Fortunately, I have a friend who has a spare room in their house on Fulford Road so I shall call them and reserve it for you if you want.

I remember you were talking about working part-time before, now this is tricky, there are some bar jobs in town as the usual student gig but you being Muslim that won't be suitable. I can recommend a great website just for this purpose, called www.studentjobs.co.uk, if you check it out you will see lots of opportunities there.

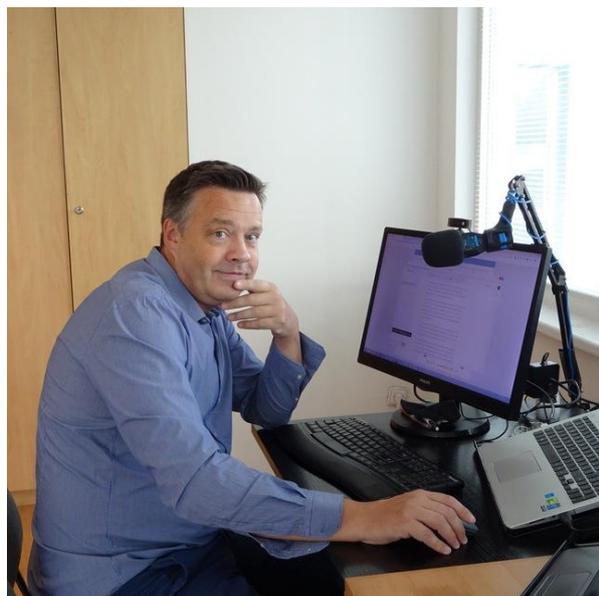
Something else comes to mind, you told me before you weren't too confident with your English, so you might want to brush that up a little. There is a group at uni for international students to help them with English, study skills, etc, so I suggest you join them when you get here, I will email you the details later.

So, I hope that helps. Looking forward to seeing you soon.

Best wishes always

Kev

About us



Kevin A Dean is an English teacher from the UK who has taught in Turkey, China, Hungary, The Czech Republic, and Slovakia. He has a wide experience of teaching IELTS/TOEFL, general English, etc. to groups and individuals in person and online. He currently lives in Slovakia developing his online businesses.

Payman Karimi holds an MA in TEFL from IAU in Tehran, Iran. He has several years of teaching EFL at various levels. Having finished his MA in March 2012, he has been teaching and researching in four English skills, especially writing. During his career, he has achieved vast experience of developing students' knowledge, skills, and attitude. Currently he is cooperating with Kevin A Dean to prepare international students for exams.