



Master IELTS General Training Volume 5

Writing Practice Test 1

HOW TO USE

You have 2 ways to access the test

1. Open this URL <https://link.intergreat.com/wwizE> on your computer
2. Use your mobile device to scan the QR code attached



WRITING TASK 1

You should spend about **20** minutes on this task.

You work for an international company, and would like to spend six months working in its head office in another country.

Write a letter to your manager. In your letter:

explain why you want to work in the company's head office for six months

say how your work could be done while you are away

ask for his/her help in arranging it,

You should write at least **150** words.



WRITING TASK 2

You should spend about **40** minutes on this task.

Some businesses find that their new employees lack basic interpersonal skills such as cooperative skills. What are the causes? Suggest possible solutions.

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

You should write at least **250** words.

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SAMPLE WRITING TASK 1

Dear Mr George,

I am writing to express my interest in working at our company headquarters in the United Kingdom for a few months to further enhance my skills and get exposure to the global market trends of our products so that I can better contribute to my company and carry out my responsibilities more efficiently.

As you know, I have been recently promoted to the assistant product manager post and I am working hard to collaborate with my team to enhance the sales and increase our brand reputation. However, I have been feeling the need to meet and work with our global team members and attend some training sessions that our head office in London arranges frequently. I am quite positive that the opportunity to work in our company's head office for six months will further enhance my knowledge and give me an exposure to the global market trend.

I have talked to Julian and he has agreed to take up my responsibilities during my absence. Furthermore, I will check my emails daily, and be available for emergency phone calls. Once I get back to the office, I would endeavour to work extra hours in order to catch up on anything I had missed.

Finally, I would need your support to get the approvals so that I can work in our company's head office for six months and fulfil the objectives.

I look forward to your positive reply.

Yours sincerely,

Charles Hugo

SAMPLE WRITING TASK 2

The running of a company requires great cooperation from its staff. However, it is not uncommon to see new employees struggling with simple soft skills. This essay will identify some of the causes and their solutions.

Some students graduate without adequate knowledge on social skills due to an overemphasis on academic performance, pushed by both their parents and schools. It does not help that there is not enough focus given on empathy-related abilities such as social perceptiveness. Problems also arise from the overuse of instant messaging in daily life. As texting language usually

equips hardly intelligible abbreviations like “LOL” or “brb”, these conventions cause understanding issues when being carried over professional written communication. Text speak may also hurt the speaking ability of its users, as coordination in a professional environment relies on etiquettes and facial expressions, all of which are usually learned from face-to-face communication.

To combat these issues, revising school curricula with a greater emphasis on soft skills is a start. Extracurricular activities like festival organizing, school clubs, or voluntary programs should be supported more frequently, as they are suitable environments to form relationships and foster learning between students. These activities promote face-to-face communication, which also counters the downside of texting. The habit to text speak can also be countered by participating in formal writing courses. Additionally, students need to build their characters through socialization and self-discipline even when being out of school. For example, the latest trend is taking a gap year before entering university, which can prepare graduates with valuable travel and social experience.

In conclusion, interpersonal skill inadequacy can be explained by various causes. Solutions require effort from both the school and the students. (278 words)