General Training Writing Task 2

IELTS - selected speaking and writing tasks

Name: _____ Date: _____

Plan before you begin

Check the audience, purpose and required length. Organise your ideas, write or speak, then check meaning and accuracy.
Example: A clear paragraph has one main idea with useful supporting detail.
Spend about 40 minutes. Write at least 250 words. Address the question directly and develop your reasons.
දී ඇති උපදෙස් අනුව ඔබේම පිළිතුර ලියන්න.

Try it yourself

1. Some people believe public libraries no longer need public funding because information is available online. Do you agree or disagree?

Give a request a clear purpose

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Understand the idea

Read once for the main idea. Read again to find the detail or evidence needed for each answer.
Example: A question beginning Why needs a reason supported by the text.
Plan a practical letter using only the supplied situation. Decide what the reader needs to know and what action you want. Use a consistent tone, clear organisation and relevant details rather than memorised phrases.
ලිපිය කියවන කෙනාට අවශ්‍ය තොරතුරු සහ ඔබ ඉල්ලන ක්‍රියාව පැහැදිලිව සැලසුම් කරන්න.

You attend a local library conversation group. Its Saturday meeting has moved to a small upstairs room. You would like to continue attending, but stairs are difficult for you. Write to the library coordinator to explain the problem and ask whether a suitable downstairs room or another accessible arrangement can be offered. You do not know which alternatives are available.
ඉහළ මහලේ රැස්වීමකට ප්‍රවේශ වීම අපහසු නිසා සහභාගිවන්නා සුදුසු විකල්පයක් ඉල්ලා ලියයි.

Try it yourself

1. Write the main purpose of the letter in one sentence. Then list two details the coordinator needs.

2. Rewrite politely: You must move the meeting downstairs immediately.

3. Draft the opening and request paragraphs. Explain why you value the group, describe the difficulty and ask for an update. Use an appropriate greeting.