IELTS Task 1 General Letter Idioms and Phrases

**How to write an informal letter**

Write a letter to a friend about a recent holiday.

* You must address your friend using the correct punctuation so: *Dear Amy,*
* You must plan your letter so it is interesting and grabs your readers/friends attention
* It is a good idea to use idioms and add a sense of humour

**Phrases to use as an introduction**

* *How are you? How’s life treating you?*
* *Sorry, I haven’t been in touch. I was overwhelmed with exams.*
* *Let me tell you about my holiday in Greece, it was fabulous.*

**Activity: Now write an introduction**

Don’t forget to use the keywords in the previous slide.

Idioms you can use in your letter:

* *Thrilled to bits / over the moon*
* *I have a mind like a sieve*
* *It cost an arm and a leg*
* *It’s driving me up the wall*

**Paragraph 1 – Using fillers to explain**

* *You will never guess what I went through last week*
* *To be honest, it was an excellent holiday……….*
* *When you hear this, it will keep you on the edge of your seat*

**Paragraph 2 – More info about the holiday**

**More vocabulary!**  
Use this vocabulary to help:

* *Eye-opening*
* *Spectacular*
* *Stunning*

**Paragraph 3 – What's next**

Talk about what your plans are.

Phrases such as:

* *planning on*travelling
* *planning on studying*
* *planning on learning a new sport*

**Last paragraph - Phrases**

* *It was great catching up*
* *I must go now as my mum has bombarded me with errands*
* *Let’s get together soon over a coffee*

*Part II*

**Useful general Task 1 Phrases to make a complaint**

| *I am not happy about* | *I want you to know that* |
| --- | --- |
| I am writing to express my dissatisfaction with | I am writing to express my annoyance with |
| I am very much unhappy with | I must complain about |
| I feel something should be done about | I am writing to you to complain |

Part III

**IELTS Task 1 formal vocabulary to make an application**

| *I am writing in relation to the advertised position of…* | *Please find my CV attached…* |
| --- | --- |
| If you have any further questions please do not hesitate to contact me… | I am available between the hours of 2pm and 4pm Monday – Thursday. |
| I am writing to apply for the position of… | My responsibilities included…. |
| My most recent job was… | I believe I have all the relevant experience required… |

Part IV

**IELTS Writing Task 1 Vocabulary to invite or reply to an invite**

| I am writing you in response to your invitation | With the reference of your proposal |
| --- | --- |
| Please do let me know if you can make it | Thank you for your kind invite however, unfortunately |
| I am writing to reply to your kind invitation regarding the | Do let me know if you can make it |
| It would be delightful to have you here | Please RSVP as soon as possible |

Part V

**IELTS Writing Task 1 Vocabulary to advise**

| I am happy to advise you that | I strongly advise you to/not to |
| --- | --- |
| It would/might be a good idea to | The best thing for you to do is |
| I honestly believe it would be better to | Please do consider my advice because |
| In my honest opinion, I would | I would strongly suggest you consider |

Part VI

**General letter writing task 1 GT vocabulary to apologise**

| I regret to inform you | I am writing to apologise |
| --- | --- |
| It is with my deepest regret that | I would like to apologise |
| I sincerely apologise for | I do apologise for any inconvenience caused |
| I hope that this does not cause you any problems | I would strongly suggest you consider |

Part VII

**IELTS General Writing Task 1 Vocabulary to make a request**

| Could you please / possibly | Please would you consider |
| --- | --- |
| Would it be possible to | Would you be kind enough to |
| Is there any way you could … ? | I would strongly suggest you consider |
| (informal) Can you ..? | (informal) Will you ..? |

Part VIII

**IELTS General Writing Task 1 Vocabulary for informal letters**

| Hello / Hi name / Hi there | I was wondering if you could help me. |
| --- | --- |
| I’m sorry to tell you that | I should let you know that |
| I hope you’re well | It’s been ages since I’ve heard from you |
| Lots of love | Thanks very much |

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