

## General Training Writing Sample Task 1B

### WRITING TASK 1

You should spend about 20 minutes on this task.

***Your local public library wants to make improvements to their services and facilities. In order to get ideas from the public, they have asked library users to send them suggestions in writing.***

***Write a letter to the librarian. In your letter***

- ***describe what you like about the library***
- ***say what you don't like***
- ***make suggestions for improvements.***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

*Dear Sir or Madam,*