

## Example General Training Task 1 Questions

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March 1, 2015

### Question GT-T1-1

You should spend about 20 minutes on this task.

**You are working for a company. You need to request some time away from the office.**

**Write a letter to your manager. In your letter:**

- **explain why you want time off**
- **give details of the amount of time you need**
- **suggest how your job tasks can be done while you are away**

Write at least 150 words.

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

Begin your letter as follows:

Dear .....,

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### Question GT-T1-2

You should spend about 20 minutes on this task.

**You were invited to a party for your coworker's birthday. You don't want to go.**

**Write a letter to your coworker. In your letter:**

- **apologize to them**
- **give a reason why you cannot attend**
- **suggest another activity to do that you can attend**

Write at least 150 words.

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

Begin your letter as follows:

Dear .....,

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### Question GT-T1-3

You should spend about 20 minutes on this task.

**You rent an apartment. You have discovered some damage in your building.**

**Write a letter to your landlord. In your letter:**

- **describe the damage**
- **assess how it can be fixed**
- **give reasons why it should be fixed quickly**

Write at least 150 words.

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

Begin your letter as follows:

Dear .....,

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### Question GT-T1-4

You should spend about 20 minutes on this task.

**You are starting a new job today. You woke up late.**

**Write a letter to your new employer. In your letter:**

- **explain why you will be late**
- **suggest how you will make up the time missed**
- **state how you will improve in the future**

Write at least 150 words.

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

Begin your letter as follows:

Dear .....,