

General Training Writing Task 1 Sample 15:

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

You borrowed a book from the library and the book is now damaged.

Write a letter to the librarian. Your letter should include:

- Details about the book.
- How it was damaged.
- What you want to do about it.

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

Model Answer 1:

Dear Sir,

I am Saman and a regular member of your library. I am writing this letter to explain why I have been unable to return the book that I borrowed two weeks earlier as it was damaged by my dog.

I planned to return the book before the deadline which was on 16th July. But I found the cover page was gone and pages 1 to 10 were missing! It's hard to read the rest of this book since there are tonnes of scratches on it. Off the top of my head, my dog destructed the book when I was out to attend a party.

I guess I forgot to feed my dog when I hurried out to attend a party. He's too hungry that thought the book was something he can eat.

For my view, I should be responsible for the book of indemnity. Please let me know how I should pay the cost or any fine.

I am looking forward to hearing from you soon.

Sincerely

Saman