

General Training Writing Task 1 Sample 31:

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

You are organising a graduation party for your class and you want to book a restaurant.

Write a letter to the manager of your favourite restaurant. In the letter:

- explain the reason for the party and the date and time it will be held
- describe some particular food you would like served
- say how many people will be attending and what their dietary requirements are

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

Model Answer 1:

Dear Mr John,

I am writing this letter to you to book your restaurant for a graduation party we are going to through. I, with my family had visited your restaurant several times. My parents also recommend me to organise the party in your restaurant.

Tasty foods, nice environment and customer care of your waiters were very impressive. So, when I was confirmed for organising a party, your service came in my mind first and I decided to book it. The party would be a graduation party and we will enjoy every bit of it and music would be included as well. I am sure you have already arranged other graduation parties and know pretty well about the nature of this sort of party including noise, gathering and need for quick service.

We are almost 25 friends. The program will be held on 23rd March. Some friends also might use drinks for them. Please inform me your menu schedule for Dinner as well as projected cost to serve the party in your restaurant. I also hope to get a discount as a regular customer. I will be waiting for your response.

Thanking you,

Sima

Model Answer 2:

Dear Sir,

My name is Ashkan Ahmadi and I am writing to reserve a place at your dining venture named Hotel California in North Street, London. I am a student at the Loyola College and the booking intention is to conduct our graduation party for this academic year.

The graduation party, as the name implies is meant for the mushrooming young minds passing out of our college this year. As a senior post graduate student and the organizer of the function, I need to make sure the party goes well. As of now, we are flexible with the date as per the availability of the hotel but would insist on dates from 22nd to 25th of this month. We plan an overnight party starting from 20.00 hrs to 5.00 hrs next day.

Now, I reckon it is imperative to mention that our college is multicultural in nature and hence a streamlining on the food menu would be impossible. As the convener I would suggest you to include foods such as pasta, roasted chicken, burgers and sandwiches which are globally well accorded. Not to forget, please take note that there are a few vegetarians among us, so I would also appeal for something special, from your end to their delight.

Lastly, we will be around fifty people all together and hope to enjoy a memorable event held with high regards at your hotel.

In anticipation of a prompt reply to facilitate further,

Thanking you

Sincerely,
Ashkan Ahmadi