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Writing Practice Prompts



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Task 1: Email Writing

After careful consideration, you have decided to resign from your current job due to personal reasons and career growth opportunities elsewhere. Write an email to your employer.

In your email, you should:

- formally announce your resignation
- Express gratitude for the opportunities provided
- Offer assistance with the transition process

Task 1: Email Writing

You recently purchased a new smartphone online, but upon receiving it, you discovered several defects and malfunctions. Write an email to the customer service department of the online store.

In your email, you should:

- Clearly state the reason for the complaint
- Provide specific details of the issue
- Request a resolution or compensation

Task 1: Email Writing

Your neighbor recently went out of their way to help you shovel snow from your driveway after a heavy snowfall. Write an email expressing your gratitude and appreciation for their help.

In your email, you should:

- Express gratitude for the specific favor
- Mention how the recipient's actions positively impacted you
- Offer to reciprocate the kindness or assist

Task 1: Email Writing

You are organizing a barbecue party at your home to celebrate your birthday and would like to invite your friends and family to join the festivities. Write an email to your friends and family members inviting them to the party.

In your email, you should:

- Extend a formal invitation for a specific event or occasion
- Provide details such as date, time, location, and purpose of the event
- Request confirmation of attendance and any necessary RSVP details

Task 1: Email Writing

You recently returned from a backpacking trip through Europe and want to share your exciting experiences and adventures with your best friend. Write an email to your friend describing your journey.

In your email, you should:

- Start with a friendly greeting and inquire about their well-being
- Share updates or news about your life or recent experiences
- End with well wishes or plans to meet up in the future

Task 1: Email Writing

You are concerned about the increasing pollution levels in your city, particularly air and water pollution, and its detrimental effects on public health and the environment. Write an email to the editor of a local newspaper expressing your concerns.

In your email, you should:

- Clearly state the issue or topic you are addressing
- Provide evidence or examples to support your viewpoint
- Offer suggestions or solutions to address the issue raised

Task 1: Email Writing

You have come across a job advertisement for a marketing manager position at a prestigious company in your city. The job description perfectly aligns with your skills, experiences, and career goals. Write an email to the hiring manager expressing your interest in the position.

In your email, you should:

- Introduce yourself and specify the position you are applying for
- Highlight relevant qualifications, skills, and experiences
- Express enthusiasm for the opportunity and request an interview

Task 1: Email Writing

You are planning a trip to a foreign country and are in need of detailed information about transportation options, accommodation facilities, tourist attractions, and local customs. Write an email to the tourism board or visitor information center of the destination country requesting comprehensive information to help you plan your trip effectively.

In your email, you should:

- Clearly state what information you are seeking
- Provide context or explain why the information is needed
- Express appreciation in advance for the recipient's assistance

Task 1: Email Writing

You have been experiencing persistent issues with the plumbing and heating systems in your rented apartment, causing inconvenience and discomfort. Despite previous requests for repairs, the issues remain unresolved. Write an email to your landlord.

In your email, you should:

- Address any concerns or issues with the rental property
- Request necessary repairs or improvements
- Specify any relevant lease terms or agreements

Task 2: Survey Writing

As part of our ongoing efforts to improve public services, we're interested in your opinion regarding waste management practices. Which option do you favor? Please explain your choice.

- Option A: Implementing stricter recycling regulations and fines for non-compliance
- Option B: Launching educational campaigns to promote recycling and proper waste disposal habits

Task 2: Survey Writing

Your city's transportation system is interested in enhancing public transit services for your community. We seek to improve accessibility and convenience for commuters. Which option do you favor? Please explain your choice.

- Option A: Building new subway lines to connect underserved neighborhoods and business districts
- Option B: Expanding bus routes and frequency to cover more areas and reduce waiting times

Task 2: Survey Writing

As part of our commitment to diversity and inclusion, we're interested in your opinion on fostering cultural awareness in our community. Which option do you favor? Please explain your choice.

- Option A: Hosting multicultural festivals and events celebrating diverse cultures
- Option B: Implementing cultural sensitivity training programs for local businesses and organizations

Task 2: Survey Writing

Your government is working on enhancing public safety measures. We invite you to share your thoughts on reducing crime rates in our country. Which option do you favor? Please explain your choice.

- Option A: Increasing police presence and implementing surveillance cameras in high-crime areas
- Option B: Establishing community watch programs and organizing neighborhood safety seminars

Task 2: Survey Writing

Your province is promoting mental health and well-being in your city. With this in mind, we're interested in your opinion on mental health support services. Which option do you favor? Please explain your choice.

- Option A: Establishing mental health clinics offering counseling and therapy services
- Option B: Implementing mental health awareness campaigns to reduce stigma and encourage seeking help

Task 2: Survey Writing

Your mayor is shaping initiatives to promote environmental conservation in your community. As we strive to protect natural resources and reduce pollution, we seek your opinion on waste reduction strategies. Which option do you favor? Please explain your choice.

- Option A: Implementing composting programs to divert organic waste from landfills
- Option B: Introducing plastic bag bans and promoting reusable alternatives for shopping

Task 2: Survey Writing

Your input is valuable in shaping policies to address homelessness in our city. As we strive to provide support and assistance to individuals experiencing homelessness, we seek your opinion on potential solutions. Which option do you favor? Please explain your choice.

- Option A: Building more affordable housing units and shelters for homeless individuals
- Option B: Providing job training programs and employment opportunities for homeless individuals

Task 2: Survey Writing

Your country is striving to reduce its carbon footprint. We're interested in your opinion on renewable energy initiatives. Which option do you favor? Please explain your choice.

- Option A: Investing in solar energy projects to harness solar power for electricity generation
- Option B: Supporting wind energy projects to utilize wind turbines for clean energy production

Task 2: Survey Writing

Your city's health department wants to promote healthy lifestyle choices in your community. As part of our efforts to combat rising obesity rates, we're seeking your input on encouraging physical activity among residents. Which option do you favor? Please explain your choice.

Option A: Building more recreational facilities such as parks, playgrounds, and sports fields

Option B: Offering subsidized fitness classes and wellness programs for residents

Task 2: Survey Writing

Your city's school board is working on improving educational opportunities for our youth. As we strive to enhance the quality of education in our schools, we seek your opinion on addressing student performance issues. Which option do you favor? Please explain your choice.

- Option A: Implementing tutoring and academic support programs for struggling students
- Option B: Introducing mentoring initiatives pairing students with successful professionals in their fields

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