



MULTI – LEVEL

WRITING LETTER 100 TOPICS

PART 1

@CEFRWITHDEMO

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1. You recently received a letter from a friend asking for your advice on whether to go to college or to try to get a job. You think he/ she should get a job. Write a letter to this friend. In your letter:

Say why she will not enjoy going to college

Explain why getting a job is a good idea

Suggest the type of job that would be suitable.

2. Your next door neighbour owns a small dog that barks throughout the day and the night. Write a letter to your neighbour requesting that something be done about the dog. Include in your letter:

Your reason for writing

What you would like to happen

A nice, respectful style.

3. One of your friends wants to apply for a job at a summer school camp as a sports trainer. Write a letter to the camp manager to recommend your friend. In your letter:

say how well you know your friend

describe the qualifications and experience that your friend has

explain why your friend would be suitable for this job.

4. You are planning to take a vacation. Write a letter to a friend. In your letter:

describe the vacation spot you have chosen

explain how you plan to spend your time there

invite your friend to join you on your vacation.

5. You have a problem with a recently hired employee in your workplace. Write a letter to the HR manager. In your letter:

Describe the problem the new employee has caused

Explain how other employees about the new employee's conduct

Say how you expect the HR manager to address the situation.

6. A restaurant has placed an advertisement for waiters and waitresses in your local newspaper. You should spend about 20 minutes on this task. Write a letter to the restaurant, applying for the job. In your letter:

explain what you are currently doing

describe your suitability for this area of work

say when you can attend an interview.

7. You had some photos of your family taken by a professional photographer. Write a letter to the photographer. In your letter:

Say that you liked their photos of your family

Ask them to be your photographer at a special family event

Give them the details of the event.

8. You're visiting a town where you once worked. Write to a friend you worked with there. Include the following in your letter:

***Tell your friend about your life now
Give him/her details of your visit
Arrange how you can meet.***

9. You work for an international company and you need some time off to attend a family celebration. Write a letter to the company's manager. In your letter:

***give details of the celebration
explain the reason why you need time off
suggest a way to have your work done during that time.***

10. You have just won two tickets to a concert and want to invite your friend to go with you. Write a letter to your friend. In the letter:

***give details about the concert
describe how you won the tickets
explain why you've chosen your friend to go with you.***

11. You currently live in a rental apartment, and the noise from your neighbours disturbs you. Write a letter to your landlord. In your letter

***describe how this situation affects you;
explain what steps you have taken to address the problem;
ask the landlord to take action to resolve the issue.***

12. You have moved to another city but your bank has your old address and continues to send all communication there. Write a letter to your bank branch. In the letter, mention:

***Where have you moved to?
What problem are you facing regarding the bank's communication?
What you want them to do regarding old communication already sent to the wrong address?***

13. You are going to teach English to your friend's child. Write a letter to your past English teacher to ask if you can borrow some books from him/her. In your letter

***tell your teacher about the child;
say when and where you will teach the child;
explain what books you would like to borrow.***

14. A museum near your house is looking for people to do part-time voluntary/unpaid work. You would like to do some voluntary/unpaid work at the museum. Write a letter to the museum director to apply for voluntary/unpaid work in your letter:

***Explain why you want to do voluntary/unpaid work at the museum
Describe some skills and qualities you have that would be useful
Give details of when you would be available for work***

15. Your next-door neighbour likes to listen to music late at night. Because of the loud music, you often lose sleep. Write a letter to the building manager. In your letter

describe the situation

explain the problems it is causing you

offer at least one solution

16. You are taking a course at a local college. The deadline for your project was last week but you haven't finished it. Write a letter to your lecturer. In your letter

introduce yourself

explain why you haven't handed in the project yet

request more time to do it.

17. You are a member of a sports centre and you have noticed a problem which has not been fixed for some time. Write a letter to the manager of the gym. In your letter

tell the manager about the problem

explain how this issue is affecting your experience at the gym

tell the manager what you would like to happen

18. You recently took a trip with a taxi company. The driver behaved in an unacceptable way and you had a lot of problems. You complained to the company but no one has replied to your complaint. Write a letter to the taxi company. In your letter

say why you are writing and how you feel

explain what happened

tell them what you would like them to do.

19. You have just moved into a new home and are planning to hold a party. You are worried that the noise may disturb your neighbour. Write a letter to your neighbour. You do NOT need to write any addresses. You should write at least 150 words. In your letter

introduce yourself

describe your plans for the party

invite your neighbour to come

20. You have recently missed a project deadline which resulted in your company losing an important client. Write a letter to your manager. In your letter

apologise for what happened

explain why you missed the deadline

tell him/her how you will avoid this situation in future.

21. Write a letter to the manager of the Lost and Found department of the railway regarding the luggage you accidentally left on the train. In your letter

give the details of your train trip

describe the luggage you left on the train

say what actions you want him/her to take.

22. You recently discovered that there are plans to build a new airport in your area and you are not happy with it. Write a letter to the local authority. In your letter,

Say how you found out about the plans
Explain what problems your neighbourhood will face
Suggest some possible solutions to those problems.

23. You and some friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and services. Write a letter to the restaurant manager. In your letter

Give details of your visit to the restaurant
Explain the reason for the celebration
Say what was good about the food and the services

24. An English-speaking friend has written to you to ask you how your studies are going. Write a letter to the friend:

tell your friend how you are preparing for the exam.
tell him/her how you feel about it.
tell him your expectations.

25. You would like to invite your friend from abroad to a public event in your country. Write a letter to your friend. In your letter

describe the public event
explain why you think he/she would like the event
write how you can help your friend with accommodation

26. You eat at your college cafeteria every lunchtime. However, you think it needs some improvements. Write a letter to the college magazine. In your letter,

explain what you like about the cafeteria
Say what is wrong with it
Suggest how it could be improved

27. You recently sent some documents by post, but they did not arrive. Write a letter to the post manager. In your letter

Give details of the situation
Describe the documents
Say what action you want the post office to take.

28. You and a friend recently went on a holiday together. There is a problem with the photos you have taken during the holiday. Write a letter to your friend to ask for a particular shot. In your letter

tell him/her about the problem with your photos
say which photo you would like him/her to send you
explain why you need this photo.

29. Your ID card has been stolen. Write to the Local Police Station, giving details of
who you are
what happened
ask what you should do to get a new ID card

30. You are preparing an event in the countryside. Write a letter to your friend and ask for help with the arrangements. In your letter include:

what the event is
why the event is being held
what arrangements have already been made
how your friend can help

31. You have an appointment with your manager the next day. Write him/her a letter about what you're going to discuss at the meeting. In your meeting, you should tell:

What did you do for the company during the years you worked there
What changes you would like to recommend
What training you require

32. You recently bought an electronic gadget for home purposes. Your friend wants the same gadget and needs your advice. In this letter you should include:

What is this gadget
What do you think about it
Give advice about other alternatives your friend can buy

33. Your company has sent you on a three-month course in another country. The course is coming to an end but you would like to prolong your stay. Write a letter to your manager, in your letter:

Describe how the course has benefited you
Explain why you would like to delay your return
Suggest a date when you would like to come back

34. You live near a public school. The school asked local residents to help maintain the school building and playground. Write a letter to the principal. In your letter:

Explain why you would like to help
Tell them how you can help
Let them know when you are available

35. A neighbour has damaged your car while parking his/her car in the lane in front of your house. Write a letter to your neighbour. In your letter:

Explain why you're writing
Describe the damage to your car and express your feelings about it
Recommend what steps he/she should take to resolve the situation

36. You recently bought an electric gadget for your home. Your friend wants the same gadget and needs your advice. In this letter you should include:

What the gadget is

What you think about it

Advice about other alternatives your friend could buy

37. You have been asked to do a presentation and you would need help with setting up the equipment. Write a letter to your colleague, in your letter:

Let him/her know when and where the presentation will take place

Tell him/her what equipment you will need

Explain how him/her can help you

38. You have an upcoming meeting with your manager to discuss your performance in the past year. Write a letter to the manager. In your letter:

Describe your achievements in the past year

Say what areas/skills you need to improve on

Suggest a plan to improve those skills/areas

39. You would like to invite your friend from abroad to a public event in your country. Write a letter to your friend. In your letter:

Invite him/her to the event

Explain why you think he/she would like the event

Tell him/her about the other activities you can do

40. You use the local swimming pool often, and during one of your visits, you encountered a problem. Write a letter to the manager. In your letter

describe what the problem was

tell what the swimming pool staff have done about it

suggest your own solution to the problem.

41. You recently saw an advertisement in a newspaper seeking volunteers to do unpaid work with local children. You are interested in this work. Write a letter to the head of the organisation. In your letter

express your interest

ask for details of the work that needs to be done

let them know when you are available.

42. A friend you made while you were studying abroad has written to ask you for help in finding a job in your country. You have heard about a job in a local company that might be suitable for him/her. Write a letter to this friend. In your letter -

tell your friend about the job and what sort of work it involves

say why you think the job would be suitable for him/her

explain how to apply for the job

43. You recently stayed at your friend's place, to look after the house while he/she is away. You accidentally damaged something in his/her house. Write a letter to your friend. In your letter, you should:

***describe what the accident was
explain when it happened
suggest how the damage can be fixed.***

44. Write a letter to a transport office about a problem with the transportation system in your area.

***Describe the situation you are facing
Why do you consider it a problem
What change you would like to recommend.***

45. You are a student at a University in the UK. You have recently lost your University ID card. Write to the local police station, giving details of
***who you are
what happened and
ask to record your details so that you can apply for a new ID card.***

46. You recently went to a concert and thought one of the singers was very good. You want to tell him how you feel. write a letter to the singer:

***say how you feel about his performance
give details of your musical activities
explain how you would like him to help you with your musical activities.***

47. A magazine wants to include contributions from its readers for an article called 'the book that influenced me most'. Write a letter to the editor of the magazine about the book that influences you most. In your letter,

***describe what this book was about,
explain how this book influenced you,
say whether this book would be likely to influence other people***

48. After being involved in an accident, you were looked after by a person you did not know before. Write a special thank you letter. In your letter:

***Introduce yourself and let him/her know why you are writing to him/her
Express your gratitude
Offer him/her to visit your home with his/her family***

49. Recently you saw an article in a newspaper/journal about a city/town you know and some of the information in the article was incorrect. Write a letter to the editor regarding this. In your letter, you should tell:

***how you know about this city/town
what information was incorrect
what the editor should do about this.***

50. Your child is going on a school trip abroad for three days and the headmaster of the school has asked any parents if they would like to come along to assist. You would like to go. Write a letter to the headmaster. In your letter:

Say why you would like to go

Suggest what you could do to help during the trip

Ask some further questions about the trip

51. You have a complaint about the hotel you stayed at while attending a meeting that was booked by the organiser of a company meeting. Write a letter to the organiser of the meeting and include

Details about the meeting

The problem you faced

What should be done

52. You are moving home. Write a letter to your neighbours to say goodbye to them and to thank them for their help during your stay. In your letter

explain how they helped you

say what you will miss the most about the area where you lived

invite them to visit you at your new home.

53. You use the local swimming pool often, and during one of your visits, you have encountered a problem. Write a letter to the manager. In your letter

describe what the problem was

tell what the swimming pool staff have done about it

suggest your own solution to the problem.

54. You recently bought a piece of equipment for your kitchen but it did not work. You phoned the shop but no action was taken. Write a letter to the shop manager. In your letter:

describe the problem with the equipment

explain what happened when you phoned the shop

say what you would like the manager to do

55. You bought a piece of furniture from a store in another town recently. There is a problem with the item you purchased. Write a letter to the store manager. In your letter

explain the details of your purchase

describe the problem that you have with it

suggest what can be done about it

56. The apartment that you have rented was repaired recently. Later you discovered some defects in repairs. Write a letter to your landlord. In your letter

explain what the problem is

suggest how it can be fixed

say what you would like the landlord to do about it.

57. You are renting a house in an English-speaking country, and the landlord has been helpful during your stay. Now your friend is interested in renting your place. Please write a letter to your landlord to inform your friend that you will be moving out. In your letter

***tell your landlord that you are leaving and explain why
thank your landlord for being helpful
recommend your friend as a prospective tenant.***

58. Your friend recently moved to the same town where your friend lives. Please write a letter to invite your friend to go to the gym together. In your letter

***describe why you go to this gym
say what part of this gym you recommend
explain why you think it is suitable for your friend***

59. Your neighbour keeps his/her animal in the garden. Write to him/her about it and the inconvenience it causes you and your family. In your letter

***tell them what the problem is
explain why it causes inconvenience
suggest a possible solution to it
say what actions you might take if the need arises.***

60. You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help. Write a letter to this friend.

In your letter:

***Give details of your study plans
Explain why you want to get a part-time job
Suggest how your friend could help you find a job***

61. Write a letter to the manager of a cinema (movie theatre) about a jacket you have left behind after a film.

In your letter:

***Describe the jacket
Describe where you were seated
Explain what you want to be done***

62. You recently attended a conference and would like to give a presentation to your colleagues about it. Write a letter to your manager and include:

***The topic of the conference
Why you want to present about it
When it could be done***

63. You live with a roommate at university but you have trouble studying because of a problem related to your roommate. Write a letter to an administrator at your university and include:

Who you are

The problem

What you suggest they do

64. You saw an advertisement in the paper for a property management position at an apartment complex. Write a letter to express your interest.

Include:

Why you are writing

Your suitability for the role

How you would approach the position

65. You recently went to a public event (for example an exhibition, festival, or show) that you think your friend would enjoy. Write a letter to a friend.

In your letter:

tell your friend what the event was

explain why you think your friend would like the event

invite them to come to the event with you

66. You are going to throw a party and would like to cook a special dish for your guests but do not have the recipe. Write a letter to your friend.

In your letter:

tell your friend why you are having a party

explain what dish you want to cook and ask your friend for the recipe

invite your friend to the party

67. You own an old item that you think is valuable and would like to sell. Write a letter to the owner of an antique's shop.

In your letter:

explain how you found the shop

describe the item that you would like to sell

say how much you would like to sell the item for

68. You have made a reservation at a hotel for a business trip for you and your colleagues.

However, you need to make some changes to your booking. Write a letter to the hotel manager.

In your letter:

give details of your current booking

explain what changes you need to make and why

ask the manager to make some special arrangements for your business meetings

69. You have discovered a lot of rubbish in a lake near where you live. In the past, the lake had always been clean. Write a letter to the local council.
In the letter:

describe the type of rubbish that you saw in the lake
explain where you think the waste has come from
suggest what the council should do about the problem

70. Write a letter to your landlord complaining about the noise in the block of flats which he owns.
You should include:

Where you live
The problem
What he should do

71. You want to arrange a conference for your company, and you need to ask one of your colleagues to give a presentation in this conference.
Write a letter to your colleague. In your letter include:

Details about the conference
Why you want your colleague to give the presentation
What arrangement you will do for this conference

72. You own an old item that you think is valuable and would like to sell. Write a letter to the owner of an antiques shop.
In your letter

explain how you found the shop
describe the item that you would like to sell
say how much you would like to sell the item for

73. You have lost something on a bus and called the customer service to get help. You weren't happy with their response. Write a letter to the bus company manager.

In your letter, you should:

describe the item you lost
explain why you weren't happy with the customer service
say what action you would like the company to take.

74. You enjoyed a holiday organized by a tour company. Write a letter to the manager and praise the tour guide who accompanied you on the journey.

In your letter, you should:

describe the details of your holiday
explain what the tour guide did that was helpful
suggest how the manager may reward the tour guide.

75. You recently went to visit a friend in their new home. Write a letter to your friend.
In your letter:

tell your friend what you liked about his/her new house
say what you did or enjoyed most about your stay with your friend
suggest when and where you could meet your friend next

76. You work in an office and have recently been experiencing a health problem. You think that the problem started because of the working conditions in the office. Write a letter to your manager.
In your letter:

describe the health problem
explain why you think it was caused by conditions in the office
suggest what the manager should do to improve the working conditions in the office

77. You recently went to a public event (for example an exhibition, festival, or show) that you think your friend would enjoy. Write a letter to friend.
In your letter:

tell your friend what the event was
explain why you think your friend would like the event
invite them to come to the event with you

78. . You recently celebrated a special occasion in your personal life and received a card and a present from your colleagues at work. Write a letter to your colleagues.
In your letter:

remind your colleagues what the special occasion you were celebrating was
thank them for the card and gift
explain why you like the gift and how you will use it

79. You recently discovered that there are plans to construct an airport in your locality. Write a letter to the local authority.
In your letter, you should tell:

explain how you knew about the plans
describe the negative effect of the construction on your neighborhood
suggest a possible solution to the problem.

80. Recently you saw an article in a newspaper/journal about a city/town you know and some of the information in the article was incorrect. Write a letter to the editor regarding this.
In your letter, you should tell:

how you know about this city/town
what information was incorrect
what the editor should do about this.

81. Write a letter to your landlord complaining about noise in the block of flats which he owns. Include:

where you live
what the problem is
what he should do

82. Write a letter to your manager about your work from last year. Include

What you did
What you think you could improve
A training request

83. Write a letter to your friend about a job opportunity you came across that they might find interesting.

In your letter, you should:

give some details about the job
mention how you came across the job opportunity
explain why you feel the job would be suitable for your friend

84. Your friend is about to move into a new house. Write a letter to your friend. In your letter

offer to help him/her to move
explain how exactly you can help
ask him/her some questions about the new house

85. Your friend has just moved to a new house. Write a letter to your friend and let him know about the gift that you have prepared for him/her.

In your letter, you should:

-describe the gift
-tell how it will be delivered
-explain why you chose it.

86. Write a letter to your manager to request setting up a cafeteria for the staff.

In your letter, you should tell:

-what you heard about the inconvenience from the staff
-how you feel about it
-what suggestions you have.

87. A foreign friend of yours plans to visit your place and stay with you, but you are not available on that date. Give your friend another alternate date for the visit.

In your letter, you should:

-apologise for it
-explain what you are doing on that date
-suggest to him/her an alternate time to come.

88. You are leaving your job and would like to invite your friend to replace you. Write a letter to your friend.

In your letter, you should:

-describe the job

-explain the reason you are leaving

-tell him/her why you would recommend the job to them.

89. Write a letter to your colleague asking for help in setting up the equipment for your presentation.

In your letter, you should:

-tell when and where the presentation will take place

-describe your arrangements

-tell him/her what equipment you need.

90. You are planning a vacation and want your friend to go with you. Write a letter to your friend.

In your letter, you should:

-tell him/her why you want to take a vacation

-describe your plan

-invite him/her to go with you.

91. You are attending a course at an evening school. Write a letter to the director of the school with a complaint about the course. In your letter, you should:

- Describe the course you are taking.

- Explain what you don't like about the course.

- Give your opinion about what should be done about it.

92. You stayed at a friend's house last weekend and lost your watch. Write a letter to your friend. In your letter, you should:

- Thank him/her for the good time you had.

- Describe your watch.

- Tell your friend what would you like him/her to do with it if he/she finds it.

93. Write a letter to a book store manager who is living in another city. Ask him/her to make available a book that you are interested in. In your letter, you should tell:

- What book you are looking for?

- Why you need this book?

- How you plan to purchase the book?

94. You have recently attended a professional course. Write a letter to your manager to thank him/her for the opportunity. In your letter, you should tell:

- What it was about?

- Explain why it was helpful to you.

- Suggest other co-workers who should attend the course.

95. You have an English-speaking friend. You want to invite him/her to see a movie. Write a letter to your friend. In your letter, you should:

- **Describe the movie you want to see together.**
- **Explain why you think he/she will be interested in it?**
- **Suggest where and when you should meet before the movie.**

96. You ride a bicycle to work, but there is a problem with the parking. Write a letter to the manager of the parking management company. In your letter, you should tell:

- **Why you ride a bicycle to work**
- **What the problem is with the parking**
- **What your suggestions are.**

97. You have organized a 90th birthday party for your relative and invited elderly guests. It was a successful party. Write a letter to the hotel manager, to provide the feedback: In your letter, you should tell:

- **When the party took place**
- **Why it was successful**
- **Thank a staff member who was really helpful.**

98. There are some problems in the changing room in your sport center. Write a letter to the sport center manager. In your letter, you should:

- **Describe the problems in the changing room**
- **Explain why the sport center is important for you**
- **Suggest what the manager should do.**

99. You and your colleague want to use a company room. Write a letter to your manager and ask for permission. In your letter, you should:

- **Explain why you need the room**
- **Describe which room you need and why**
- **Tell what changes you'll need in the room.**

100. You are a member of a sports club. Write a letter to the club president about an event that will be organized there. In your letter, you should tell:

- **What it is**
- **Who you will invite**
- **What your role is in this event.**

Ushbu kitob Multi – level imtihoni uchun mustaqil tayyorgarlik ko'rayotgan o'quvchilar va ustozlarga hamda ularni o'qitadigan ustozlar uchun tayyorlandi. Agar ushbu kitobdan biror manfaat topsagiz haqqimizga duo qilishni unutmang. Alloh sizni va bizni ilmimizni ziyoda qilsin.