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# Model Answer

## GENERAL WRITING TASK 1 – Informal letter

YOU should spend about 20 minutes on it. Write at least 150 words. You do NOT need to write any address.

A friend has agreed to look after your house and pet while you are on holiday. Write a letter to your friend. In your letter

* give contact details for when you are away
* give instructions about how to care for your pet
* describe other household duties

## Model Answer

Dear Carolyn,

Hope you are doing well! It was nice catching up with you on phone.

Thank you for agreeing to house-sit for me. If you need to contact me during my holiday, I’ll be staying at the Imperial Hotel in Bundaberg. If it’s urgent, however, please ring my mobile phone, which I’ll always keep with me. I’ve written the numbers on a sticky note which I’ve left on the fridge.

My cat needs to be fed twice daily so each morning and evening put a handful of cat

biscuits in his dish. You will find these in the kitchen pantry. Also, please check

throughout the day to make sure he has fresh water. You can give him a small bowl of

milk in the evening.

I would like you to water my plants, too. The indoor ones in the lounge only need water

once every few days but the plants on the balcony need to be watered daily unless there has been heavy rain. Finally, for security, please clear my mailbox every day and keep the outside lights on at night.

I look forward to seeing you on my return.

Yours,

Katie