**Writing Practice**

Jullie schrijven een briefopdracht zoals in het internationale IELTS-examen: General Writing Task 1.

Online zijn veel informatie en tips over dit examen te vinden.

Zie hieronder een voorbeeld-uitwerking van jullie oefenopdracht. Bekijk de opdracht aan de hand van het beoordelingsmodel.

**You successfully passed a job interview. You are expected to start on June 15, but you will not be available on that date.**

**Task: Write a letter to your new boss, explaining your situation, expressing your concern and suggesting a solution.**

*Dear Sir/Madam,*

*My name is Leonardo Gomes and I have recently passed a job interview for the Software Engineer position at the Software Infrastructure group. I was expected to start on June 15, as agreed, and am writing because, unfortunately, I will not be able to present myself on that date.*

*During the interview I estimated fifteen days as the amount of time needed for me to finish my activities at my current job and start at your company, but due to fact that I got sick for the last whole week and was not able to work, I could not finish my tasks and will need another week to do so. If necessary, I can give you a copy of a letter from my doctor informing that I had to stay at home and under medical care during that week.*

*To clear the backlog created by my late start, I can work two additional hours every day until I catch up, either coming in early or leaving late. I feel responsible for the pressure my delayed start may have created on the company, and I am going to work harder until everything is back to normal.*

*I sincerely apologize for the inconvenience and hope this will not affect our relationship. If I am expected to present any other form of proof or talk to someone else in the company, please let me know.*

*Yours faithfully,*

*Leonardo Gomes*

Om meer te oefenen, ga naar:

<https://www.english-exam.org/IELTS/general_writing_samples_task_1/>