

**INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM****General Training Writing – Model Answers****WRITING TASK 1 – Model Answer**

Dear Carolyn,

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 keep with me at all times. 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 mail box every day and keep the outside lights on at night.

I look forward to seeing you on my return.

Yours,

Katie