

GENERAL WRITING TASK 1

5. You have recently attended a conference for work. Write a letter to your supervisor summarizing the key points and insights you gained.

Dear [Supervisor's Name],

I hope this message finds you with good health. I would like to take this opportunity to give you with a synopsis of the recent [name of the conference] that I attended on behalf of our organisation.

There was a wide variety of issues that were discussed at the conference, including [name important points or themes]. My opinion is that the presentation on [particular issue] is really pertinent to the projects that we are now working on, and it was one of the highlights of the event.

On the basis of the material that was acquired, I have designed a comprehensive report that includes further observations and suggestions. I am looking forward to having a more in-depth conversation about these findings and investigating the ways in which we might incorporate them into our initiatives.

We would like to express our gratitude for the opportunity to stand in for our organisation at the conference. Based on the information that I have acquired, I am excited to make a contribution to the accomplishment of our projects.

Best regards,
[Your Name]