

## Writing Task Sample

### Unit 20 Giving is receiving (p.159)

#### My volunteer experience

Write an article of about 150 words to share your experience of doing volunteer work.

**Despite** my busy schedule, I often do volunteer work during my spare time. **Recently**, I have worked as a volunteer at the City Library, and I would like to share my experience from last weekend.

I arrived at the library at eight in the morning. When the visitors came at half past eight, my main responsibility was to guide and assist them. **Sometimes**, I was asked to show them around the library, explaining the rules of the reading room and helping them find books.

**Besides**, I helped to maintain the order in the library. Whenever I saw anyone making noise, I courteously reminded them to keep quiet. **Moreover**, the library had installed new computers and machines to enhance its services for readers. I learnt how to use them **so that** I could offer help when anyone encounter difficulties. **In addition**, part of my duties involved categorising books to ensure that they were returned to their proper shelves.

**In conclusion**, volunteering at the library is not an easy task, **but** I really enjoy helping others.

~174 words