

COMPREHENSIVE
GUIDE TO A BAND 7.0
FOR DUMMIES



IELTS
Writing Module



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Comprehensive Guide for Dummies—Writing Module

Introduction

Welcome to your ultimate guide to conquering the IELTS Writing Module!

If you're feeling a bit intimidated or just plain confused by the requirements, don't worry—you're in the right place, and you're not alone.

The IELTS writing tasks can seem overwhelming, especially if you're just starting, but this book is here to break it all down in the simplest way possible.

This book is called **Comprehensive Guide for Dummies** for a reason. It's built for those who want a no-nonsense, straightforward approach to the IELTS Writing Module.

Whether you're new to the test, coming back after a disappointing score, or simply looking to fine-tune your skills, my goal here is to turn all that "*IELTS jargon*" into plain, friendly language that anyone—even a complete beginner—can understand and use to achieve a high score.

What You'll Get from This Guide

Here's what you can expect as we journey through this book together:

- **Clarity on What's Expected:** We'll start by covering exactly what IELTS examiners look for in a high-scoring answer. You'll learn the scoring criteria, the different types of questions you might face, and common mistakes you should avoid.

- **Step-by-Step Guidance:** Each type of question in Task 1 and Task 2 will be broken down with sample questions and model answers. You'll find practical exercises and guided strategies to help you answer each question type confidently.

- **Language Made Simple:** Vocabulary and grammar can make or break your writing score, so I've included clear, beginner-friendly explanations of what language to use and how to use it. You'll find lists of keywords and phrases, examples of sentence structures, and tips for writing with precision and clarity.

- **Exam Day Confidence:** Preparing for a big exam is as much about strategy as it is about skill, so I've added my best tips for managing your time, planning your answers, and staying calm and focused on the big day.

How to Use This Book:

You don't have to read this book cover-to-cover (though you're welcome to!). Feel free to start with any chapter that speaks to your needs.

Each chapter builds on the previous one, but I've designed it so you can jump to the sections you need most, whether it's mastering Academic Task 1 visuals or understanding how to structure a high-scoring Task 2 essay.

There's no rush here. Take your time, go through the practice exercises, review the model answers, and make sure you truly understand each concept.

This book is meant to guide you at your own pace and to give you the tools to write clear, strong, high-scoring answers.

Let's Get Started!

Remember, this guide is designed to make IELTS writing easier for you, no matter your level. So, let's shake off any stress, roll up our sleeves, and get to work. With each page, you'll gain a little more confidence, a few more skills, and a lot more clarity about what it takes to ace the IELTS Writing Module.

Ready? Let's dive in!

Chapter 1:

Understanding the IELTS Writing Module

Before we dive into specific techniques and strategies, let's first get comfortable with the basics of the IELTS Writing Module.

Understanding what the examiners want, the kinds of tasks you'll face, and how the scoring works will set you up for success.

Whether you're taking the Academic or General Training test, you'll find this chapter helpful to build a solid foundation.

Overview of the IELTS Writing Module

The IELTS Writing Module is split into two parts: **Task 1** and **Task 2**. Both Academic and General Training versions of the test have these two tasks, though the types of questions and what you need to write are different.

Task 1:

In **Academic Task 1**, you'll be presented with some form of visual data—like a chart, graph, table, map, or process diagram—and asked to describe it in your own words.

While in **General Training Task 1**, you'll write a letter in response to a given situation. You'll need to follow a specific format, depending on whether the letter is formal, semi-formal, or informal.

Task 2:

This is an **essay** question for both Academic and General Training tests. You'll be asked to respond to a prompt, typically involving a social issue or opinion question.

Your answer should include a clear argument or viewpoint, supported with examples and logical reasoning.

Remember that Task 2 carries more weight in your score than Task 1, so strong performance in Task 2 is crucial for a high band score.

Scoring Criteria: What Examiners Look For

The IELTS Writing tasks are assessed based on four main criteria. Each of these is essential, so let's break down what they mean:

1. **Task Achievement/Response:**

For **Task 1**: Did you describe the main trends and key details? Is your response clear, accurate, and focused on the data? While for **Task 2**: Did you address the question completely? Have you presented a clear viewpoint or argument?

2. **Coherence and Cohesion:**

Are your ideas organized logically? Do your sentences and paragraphs connect smoothly?

This includes using linking words (like "however," "in addition," "on the other hand") to make sure each idea flows naturally into the next.

3. **Lexical Resource:**

Are you using a range of vocabulary accurately? Avoiding repetition is key, so try to mix up your word choices.

The right vocabulary will not only show your range but also boost your clarity and formality.

4. **Grammatical Range and Accuracy:**

This measures both the variety and correctness of your grammar. So aim to use a mix of sentence structures, like simple, compound, and complex sentences.

In addition, errors in grammar, punctuation, or sentence structure can contribute to a lower score, therefore place priority on accuracy as well as variety.

Furthermore, each criterion is scored out of 9, and your scores across all four criteria are averaged to determine your final band score for each task.

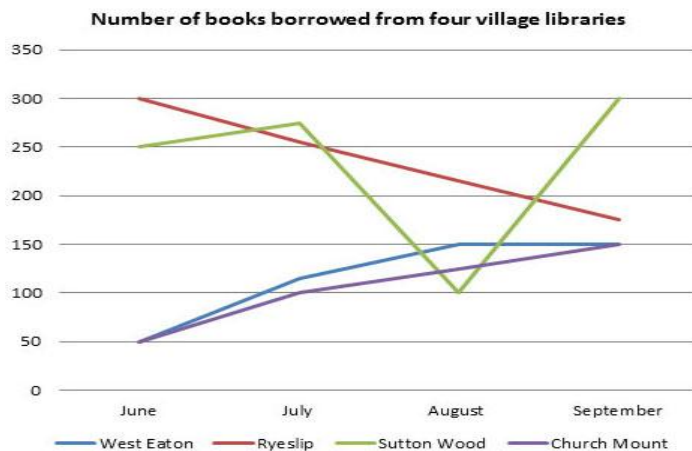
Types of Questions You'll Face

Each task type has its own requirements and style. Here's a quick overview of what to expect and how to approach each question type.

Academic Task 1: Data Descriptions

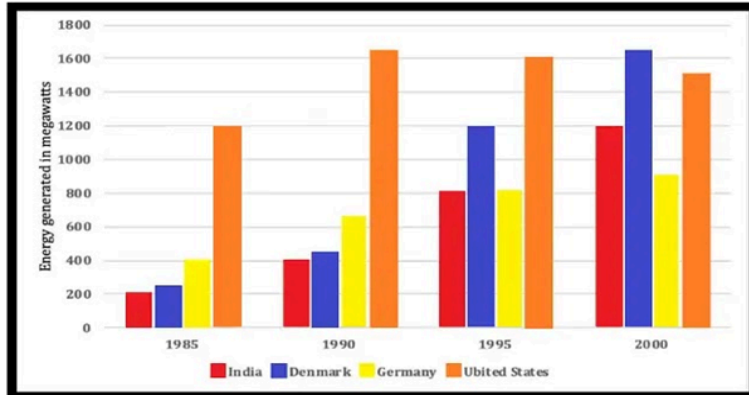
In Academic Task 1, you'll describe information from visual data. Here are the common types of visuals and what they usually require:

- **Line Graphs:** Describe trends over time.

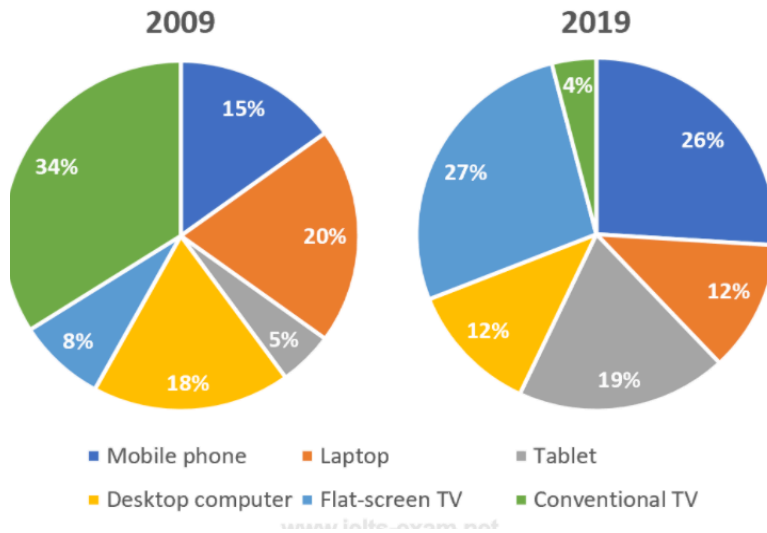


- **Bar Charts:** Compare data across categories.

The bar chart shows the amount of energy generated by wind in four countries from 1985 to 2000.



- **Pie Charts:** Explain proportions within a whole.

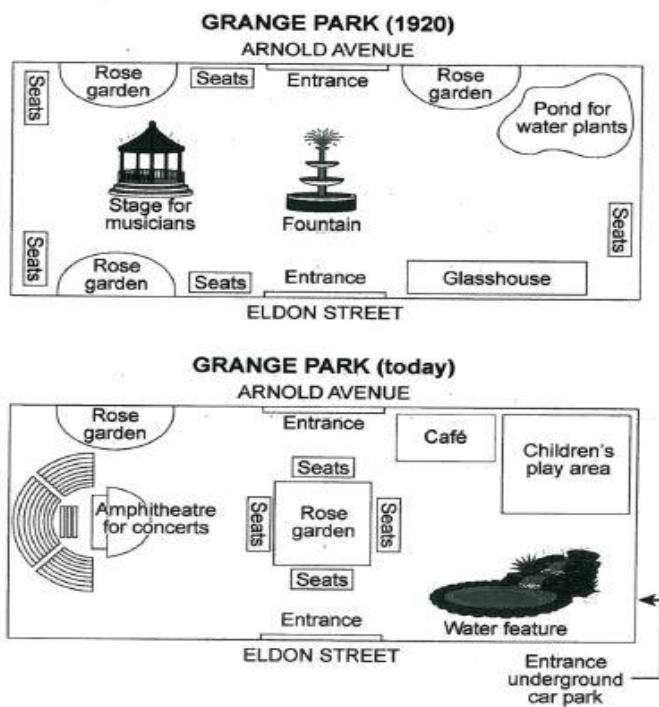


- **Tables:** Summarize information across rows and columns.

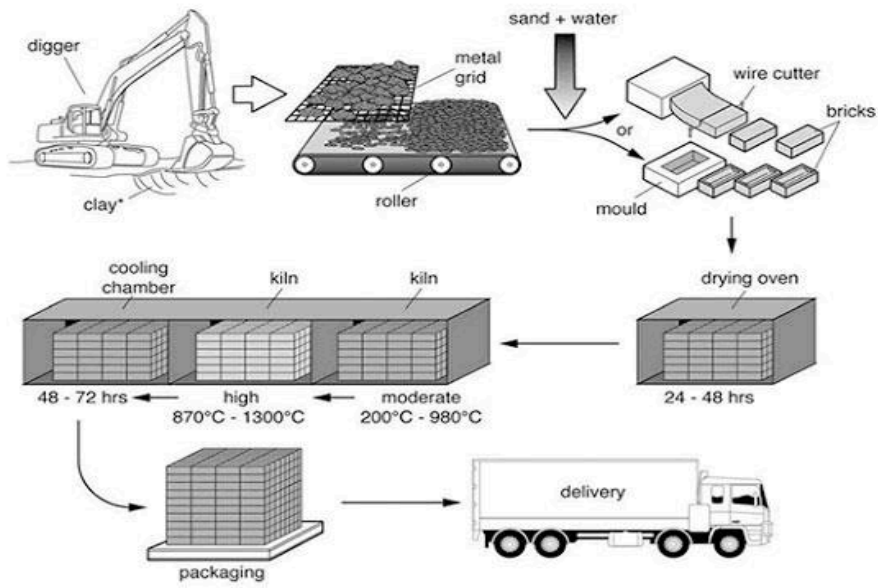
The table below describes the number of employees and factories in England and Wales from 1851 to 1901.

	Male employees	Female employees	Total employees	Factories
1851	287,100	190,000	477,100	225
1861	131,780	160,000	291,780	227
1871	80,123	60,000	140,123	622
1881	76,132	50,000	126,132	721
1891	65,000	40,000	105,000	625
1901	31,000	30,000	61,000	600

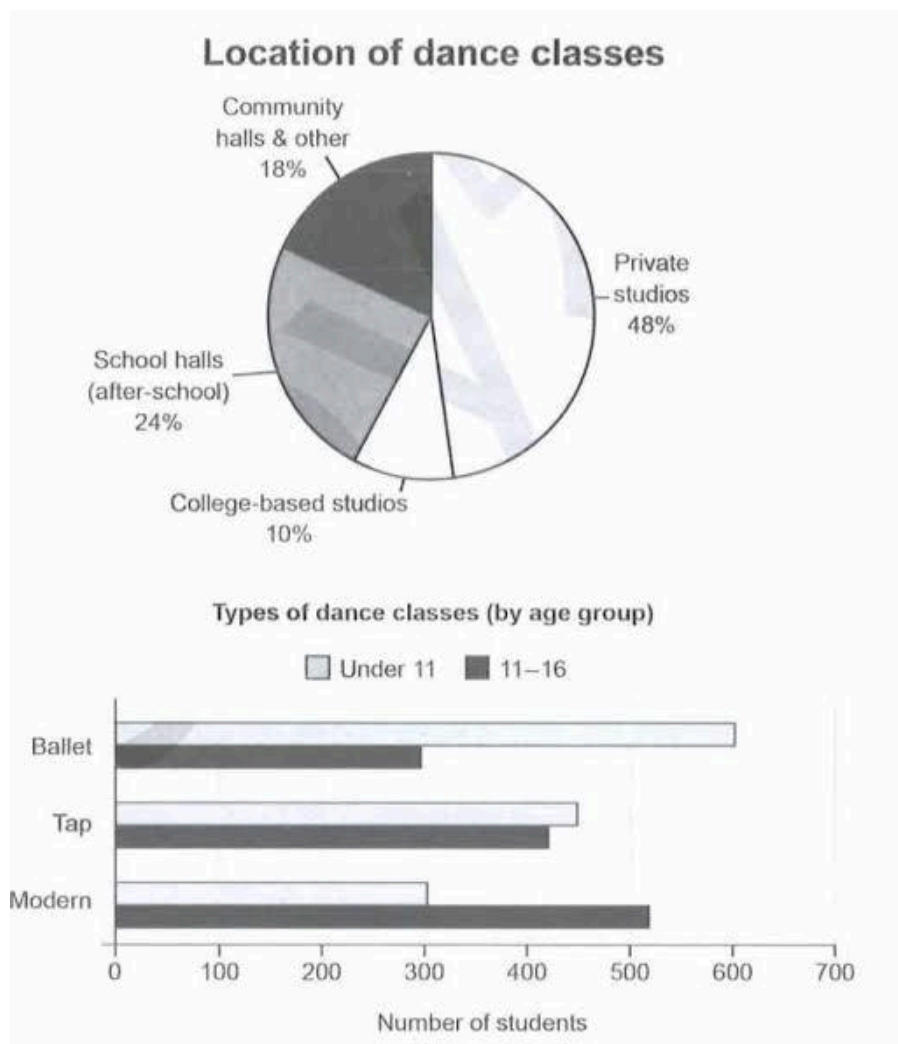
- **Maps:** Explain changes in location or physical layout.



- **Diagrams/Processes:** Describe steps in a process (e.g., manufacturing steps or natural processes).



- **Mixed/Multiple Data Sets:** Combine information from two or more visuals (e.g., a pie chart and a line graph).



For these tasks, you'll need to highlight the most important trends and details without explaining every data point.

We'll cover specific language and structure for each of these types in the next chapters.

General Training Task 1: Letter Writing

In the General Training Task 1, you'll be asked to write a letter responding to a particular situation. You may need to:

- **Make a request** (e.g., ask for information or assistance)

- **Apologize** for something (e.g., a missed appointment)
- **Give advice** (e.g., help a friend with travel plans)
- **Make a complaint** (e.g., about a product or service)

There are three types of letters you could be asked to write:

- Formal Letters:** When writing to someone in a professional role, or someone you don't know personally.
- Semi-Formal Letters:** To acquaintances, such as a landlord or a teacher.
- Informal Letters:** To friends or family, using a friendly, casual tone.

Each type of letter follows its own format and uses different tones of language. Therefore, understanding these differences will help you write a letter that fits the task.

Task 2: Essay Writing for Both Academic and General Training

Task 2 involves writing an essay on a given topic. You'll see questions that fall into five main types:

1. **Opinion Essays:** Do you agree or disagree with a statement? Explain why.
2. **Discussion Essays:** Discuss two sides of an issue, then give your opinion.
3. **Problem-Solution Essays:** Describe a problem and offer solutions.
4. **Advantages-Disadvantages Essays:** Weigh the pros and cons of a given topic.
5. **Direct Question Essays:** Respond to a specific question (or questions) on a topic.

Each type requires a clear structure with an introduction, body paragraphs, and a conclusion. We'll walk through how to approach each type and provide sample essays in later chapters.

Common Pitfalls and How to Avoid Them

While jumping straight into practicing is tempting, knowing the common mistakes will save you time and frustration. Here are some pitfalls students often encounter:

1. **Misinterpreting the Question:** Sometimes, students overlook key parts. Take your time to understand what each question requires before you start writing.
2. **Overusing Simple Sentences:** A wide range of sentences (simple, compound, and complex) is key to a high score. Practice varying your sentence structure from the start.
3. **Using Informal Language in Task 2:** Task 2 should always be written in formal language. Avoid slang, contractions, and overly casual expressions.
4. **Forgetting to Plan:** A quick outline can help you stay focused and organized. It only takes a minute but can make a big difference in the quality of your answer.
5. **Running Out of Time:** Make sure you manage your time effectively. Spend around 20 minutes on Task 1 and 40 minutes on Task 2, and aim to leave a few minutes for review.

With these basics, you're now ready to move forward with confidence!

In the next chapters, we will dive into Task 1 and Task 2 in detail, breaking down every question type with sample questions, language tips, and model answers.

See you in the next chapter!

Chapter 2:

Academic Task 1—A Simple Approach to Data Description

In Academic Task 1, your goal is to summarize and describe the main features of a visual data set in at least 150 words.

You'll be given one or more types of visual information, and your task is to highlight key trends, patterns, or changes.

It's not about explaining every detail; instead, focus on the “big picture” and what stands out.

In this chapter, I will guide you through the most common types of visuals, show you how to approach each one, and provide sample answers to help you see what a high-scoring response looks like.

Key Strategies for Academic Task 1

1. **Identify the Key Features:** Take a moment to look over the visual(s). Ask yourself, “What stands out? What are the main trends or differences?”

Don't worry about small details—focus on the overall message the data conveys.

2. **Organize Your Answer:** Structure your answer with a brief **introduction**, a **main trends** paragraph, and a **details** paragraph.

This will keep your answer clear and logical, which is essential for a high score.

3. **Use Descriptive Language:** The language you use should accurately reflect the trends and changes in the data.

Use a mix of vocabulary for describing increases, decreases, stability, and comparisons.

4. **Pay Attention to Tense:** Use the appropriate tense based on the data. If the data is historical (e.g., trends from 2000 to 2010), use past tense.

If the data includes future predictions, use future tense, and if it's in the past, then use past tense.

5. **Stay Within the Time Limit:** Aim to complete Task 1 within 20 minutes. Practice writing concise descriptions so you have time to review.

Types of Visual Data

Let's dive into the main types of visuals you'll see in Academic Task 1 and how to approach each one.

Line Graphs: Describing Trends Over Time

- **What to Look For:**

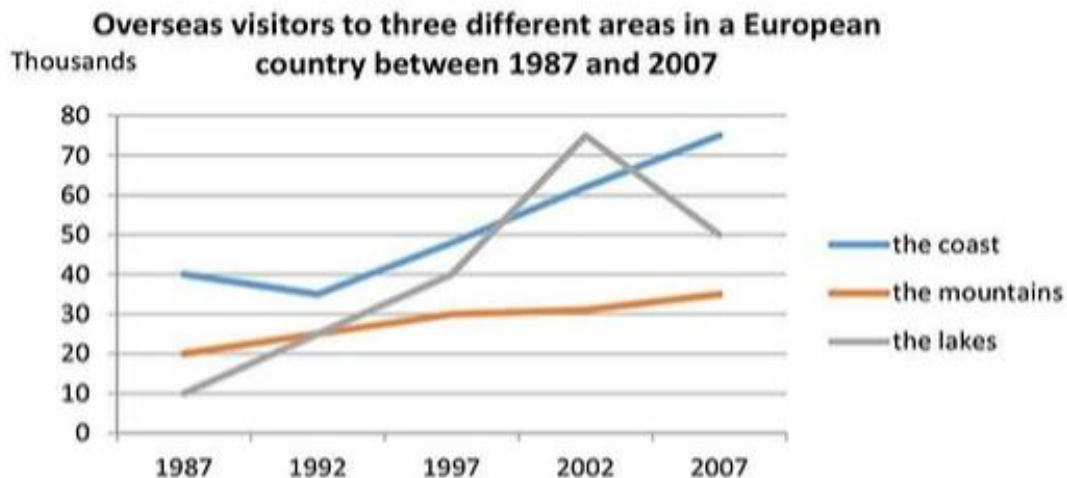
- Pay attention to key trends (overall increases, decreases, fluctuations).
- Take notes of any points where trends change direction or intersect.

- **Useful Vocabulary:**

- **Increases:** rose, climbed, surged, went up.
- **Decreases:** fell, dropped, declined, went down.
- **Stability:** remained steady, leveled off, stabilized.
- **Fluctuations:** fluctuated, varied, and erratic.

Sample Questions

The graph below shows the number of overseas visitors to three different areas in a European country between 1987 and 2007.



Introduction

The provided graph illustrates the number of overseas visitors to three distinct areas—coast, mountains, and lakes—within a European country over 20 years, from 1987 to 2007. The data is measured in thousands, with the visitor count ranging from 0 to 80 thousand.

Overview

Overall, the number of visitors to the three areas exhibits varied trends, with the coast consistently attracting the highest number of tourists throughout the period. The mountains and lakes, on the other hand, show fluctuating patterns, with the former experiencing a steady increase in visitors, while the latter saw a decline after an initial rise.

Now tell me, did you see what I did with the introduction?

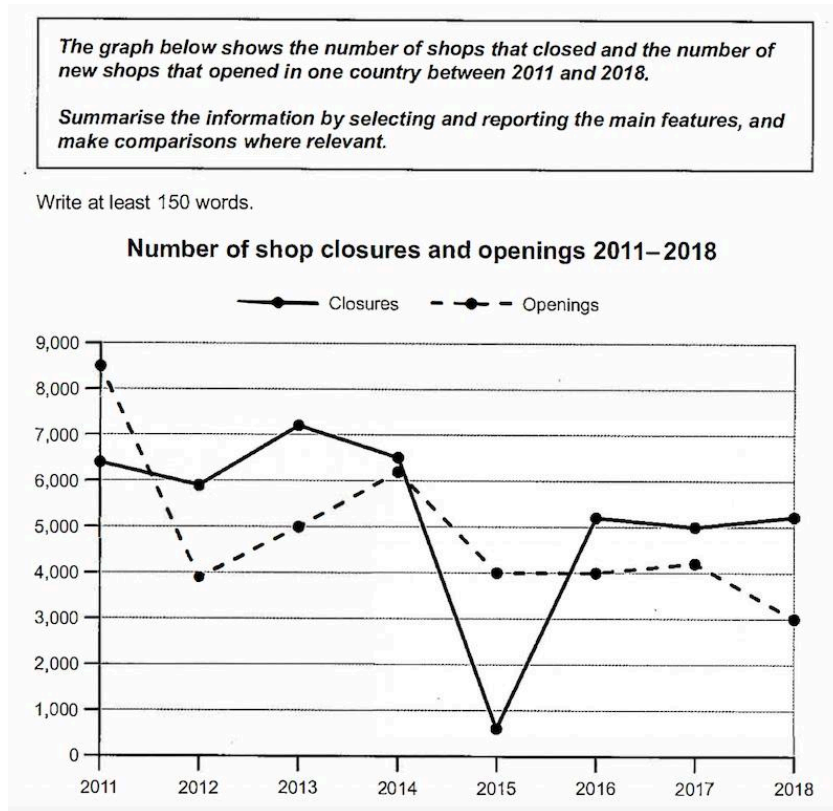
Did you notice the details I added to it?

What about the overview? Did you notice how it focuses on the trending features of the chart alone without including specific details?

Yes?

Then make sure you replicate it when writing your report.

I'll show you another sample before moving to the next part of the report writing.



Introduction:

The graph illustrates the number of shops that opened and closed in a particular country between 2011 and 2018. The data is presented in terms of the number of shops, measured in thousands, for each year.

Overview:

Overall, it can be seen that the number of shops that closed exceeded the number of those that opened in most years, with the gap particularly widening in the later years of the period. While the number of new shops fluctuated over the years, closures consistently remained higher, especially in 2017 and 2018.

Bar Charts: Comparing Categories

- **What to Look For:**

- Differences between categories.
- Highest and lowest values.
- Any noticeable trends across categories.

- **Useful Vocabulary:**

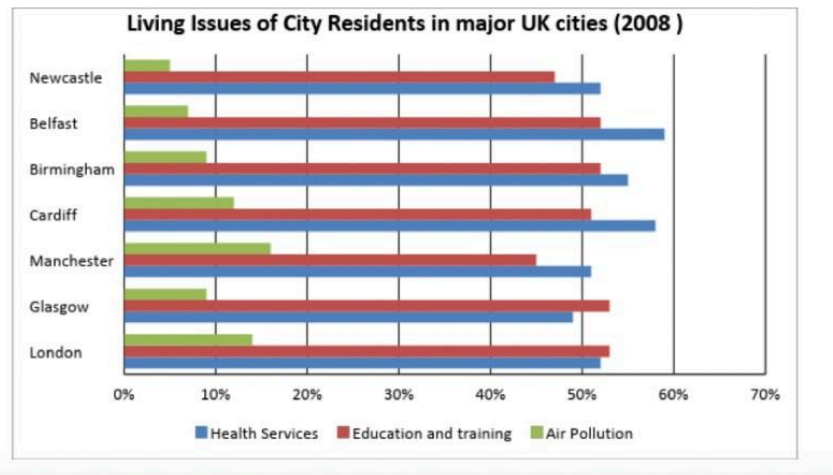
- Comparative phrases: higher than, lower than, similar to, by far the most/least.

Sample Question

The chart below gives some of the most reported issues among people living in UK cities in 2008 (%).

Summarize the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.



Introduction

The bar chart illustrates the prevalence of three primary issues affecting residents of UK cities in 2008: health, education and training, and air pollution. Each issue is represented by a set of bars, indicating the percentage of people who reported experiencing problems in these areas.

Overview

Overall, the data reveals that health was the most commonly reported issue, with a significant proportion of city dwellers citing concerns in this area. Education and training followed, with a notable percentage of individuals expressing dissatisfaction. Air pollution, while less prevalent, still affected a substantial number of people residing in UK cities.

Pie Charts: Showing Proportions

- **What to Look For:**

- The largest and smallest segments.
- Any significant differences between categories.

Useful Vocabulary:

- Proportion language: accounts for, represents, makes up, constitutes.

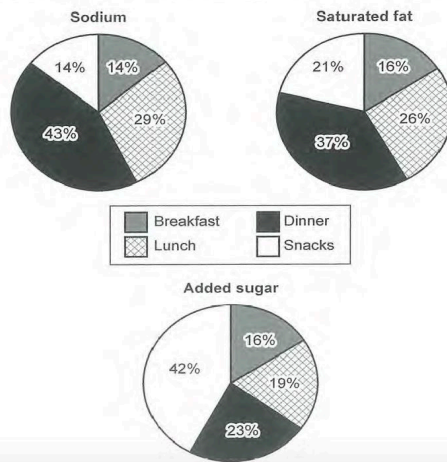
Sample Question

The charts below show the average percentages in typical meals of three types of nutrients, all of which may be unhealthy if eaten too much.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.

Average percentages of sodium, saturated fats and added sugars in typical meals consumed in the USA



Tables: Summarizing Data

What to Look For:

- Highest and lowest values
- Major trends across rows or columns.

Useful Vocabulary:

- Comparison language: more than, less than, highest, lowest, close to.

Sample Question

The table shows data about underground railway systems in six major cities with date opened, kilometres of route and passenger numbers per year in millions.

Summarise the information by selecting and reporting the main features, making comparisons where relevant

City	Date opened	Kilometres of route	Passengers per year (in millions)
London	1863	394	775
Paris	1900	199	1191
Tokyo	1927	155	1928
Washington DC	1976	126	144
Kyoto	1981	11	45
Los Angeles	2001	28	50

Introduction

This report presents a comparative analysis of underground systems in six major global cities: London, Paris, Tokyo, Washington DC, Kyoto, and Los Angeles. The data provided includes the year of opening, the total length of the underground network in kilometers, and the annual passenger ridership in millions.

Overview

The data reveals significant disparities in the age, size, and passenger capacity of these underground systems. London's Underground, the oldest, boasts the most extensive network and highest annual ridership. In contrast, Washington DC's Metro, the newest system, has a relatively short network and lower passenger numbers. Paris and Tokyo follow closely behind London in terms of network length and ridership, while Kyoto and Los Angeles have considerably smaller systems.

Maps: Describing Location Changes

What to Look For:

- Major changes in layout or structure.

- Areas that stayed the same.

Useful Vocabulary:

- Direction language: to the north/south, along, adjacent to, across from.

Sample Question

The plans below show the layout of a university's sports centre now, and how it will look after redevelopment.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.

Introduction

This report provides a comparative analysis of the current and proposed layouts of a university sports center. The plans illustrate significant changes in the facility's design and functionality, aiming to enhance the overall sports experience for students and staff.

Overview

The proposed redevelopment involves a substantial expansion of the sports center. Key changes include the addition of a new swimming pool, a larger fitness studio, and a dedicated sports hall. Existing facilities, such as the sports field and tennis courts, will be retained but may undergo renovations. The report will delve deeper

into these specific changes and their potential impact on the center's usage and capacity.

Diagrams/Processes: Explaining Steps

What to Look For:

- Sequence of steps.
- Key actions in each step.

Useful Vocabulary:

- Sequence language: first, next, then, finally.

Sample Question

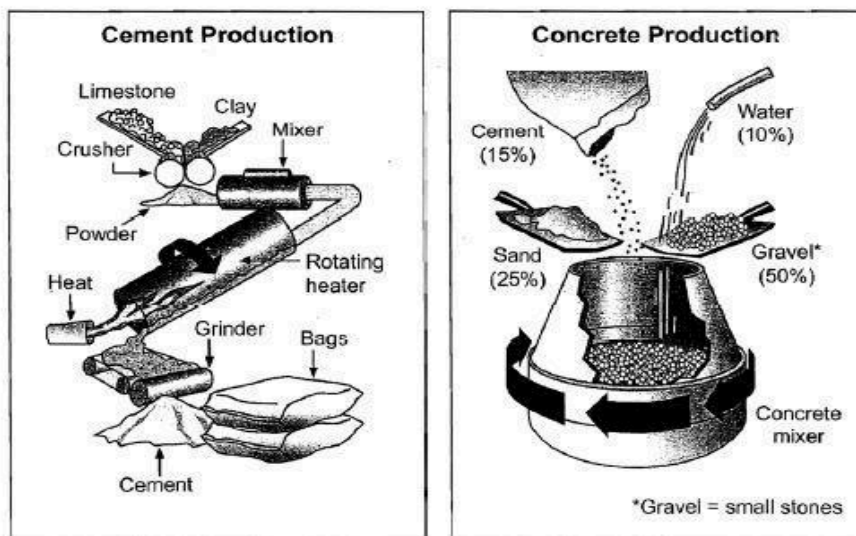
WRITING TASK 1

You should spend about 20 minutes on this task.

The diagrams below show the stages and equipment used in the cement-making process, and how cement is used to produce concrete for building purposes.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.



Introduction

The diagram illustrates two processes: the production of cement and the use of cement in making concrete for construction purposes. It highlights the stages and equipment involved in each process.

Overview

Overall, the cement-making process involves several steps, from crushing limestone and clay to producing the final cement, which is then packaged for use. In contrast, concrete production is a simpler process, where cement is combined with other materials like water, sand, and gravel in specific proportions to create concrete.

Mixed/Multiple Data Sets: Combining Information

In some questions, you'll see two or more types of data. Your task here is to describe each set briefly and connect any relevant points.

Sample Question

WRITING TASK 1

You should spend about 20 minutes on this task.

The chart below shows the value of one country's exports in various categories during 2015 and 2016. The table shows the percentage change in each category of exports in 2016 compared with 2015.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.



Percentage change in values (2015–2016)	
Petroleum products	↑ 3%
Engineered goods	↑ 8.5%
Gems and jewellery	↓ 5.18%
Agricultural products	↑ 0.81%
Textiles	↑ 15.24%

Introduction

The bar chart displays the value of a country's exports across five categories—petroleum products, engineered goods, gems and jewelry, agricultural products, and textiles—in 2015 and 2016. The accompanying table provides the percentage changes in export values for these categories in 2016 compared to 2015.

Overview

Overall, most export categories experienced an increase in value from 2015 to 2016, with textiles showing the highest growth percentage. However, gems and jewelry saw a decline. Petroleum products and engineered goods remained the top contributors to export value in both years.

Essential Language Skills for Task 1

To write a high-scoring response, you'll need specific vocabulary and phrases to describe the data accurately.

Here are some key elements to include in your report:

1. **Language of Change:** Phrases to show increases, decreases, stability, and fluctuations.
2. **Comparative Language:** Words to compare categories (e.g., higher, lower, similar, more than, less than).
3. **Time and Tenses:** Choose the correct tense (past, present, or future) based on the data.
4. **Values and Percentages:** Describe proportions accurately (e.g., “constitutes 50%,” “half of the population”).
5. **Transitions and Connectors:** Use linking words to ensure smooth flow between sentences.

Building Complex Sentences

In IELTS Writing, the ability to construct complex sentences is essential for a high score in the **Grammatical Range and Accuracy** criterion.

A well-structured complex sentence demonstrates your ability to use advanced grammar and connect ideas logically.

Let's break it down step by step.

Understanding Complex Sentences

A **complex sentence** contains one main (independent) clause and at least one subordinate (dependent) clause.

Subordinate clauses add extra information to the main idea and are introduced by words like **because, although, when, if, since, while**, etc.

Example:

Although the graph shows a steady increase, there are noticeable fluctuations in 2005 and 2010.

(Main clause: **there are noticeable fluctuations in 2005 and 2010**; Subordinate clause: *Although the graph shows a steady increase.*)

Building Compound-Complex Sentences

A **compound-complex sentence** combines at least two independent clauses and one or more dependent clauses. This structure allows you to express multiple ideas clearly and logically.

Example:

The line graph shows a gradual increase in sales, but the figures dropped significantly in 2015 because of economic instability.

(Independent clauses: **The line graph shows a gradual increase in sales** and **the figures dropped significantly in 2015**; Dependent clause: because of economic instability.)

Key Tips for Building Complex Sentences

1. Use Subordinating Conjunctions:

Examples of subordinating conjunctions are *although, because, while, if, since, even though, unless*, etc.

Sample application of the addition of a subordinate conjunction:

Since the figures represent projections, the accuracy may vary.

2. Combine Sentences with Coordinating Conjunctions:

In combining sentences with coordinating conjunctions, words like *and, but, or, so, yet*, etc are pivotal.

For example:

The bar chart shows steady growth, and the pie chart highlights the primary contributors.

3. Add Relative Clauses:

They are clauses that provide additional information about a noun or a noun phrase, such as *which, who, that, where, whose*.

A sample application of the usage of relative clause in a sentence will read thus:

The country, which experienced rapid industrialization, saw a significant rise in carbon emissions.

4. Mix Sentence Types:

A good way to write reports or any form of writing is by combining simple, compound, and complex sentences to vary your writing.

For example: *The data highlights a gradual increase, which is consistent across all regions, but certain areas, such as the north, experienced sharper growth.*

More Examples of Compound-Complex Sentences

1. *While the percentage of renewable energy rose sharply, fossil fuel usage declined, and nuclear energy remained relatively stable.*
2. *The table highlights a steady growth in urban populations, which was most prominent in developing countries, and this trend is expected to continue.*
3. *Although the figures fluctuate significantly, the overall trend is upward, so businesses can expect consistent growth.*

Exercises: Building Complex Sentences

Exercise 1: Combine Sentences

Combine the following pairs of sentences into one complex or compound-complex sentence:

1. The bar chart shows an increase in student enrollment. The pie chart highlights gender disparities.
2. The figures dropped in 2020. This was due to the economic recession.
3. Fossil fuel usage declined. Renewable energy sources saw a rise. These trends indicate a shift in energy preferences.

Exercise 2: Add Subordinate Clauses

Expand the following sentences by adding a subordinate clause:

1. Renewable energy usage increased.
2. The trend is consistent across all regions.

3. The graph represents data from 2000 to 2020.

Exercise 3: Rewrite Using Compound-Complex Sentences

Rewrite the following sentences into compound-complex sentences:

1. The data indicates a drop in sales. This occurred in 2015. It was due to increased competition.

2. Urban populations have grown. This trend is expected to continue. It will likely impact infrastructure development.

Sample Answers

Exercise 1: Combine Sentences

1. *The bar chart shows an increase in student enrollment, while the pie chart highlights gender disparities.*

2. *The figures dropped in 2020 because of the economic recession.*

3. *Fossil fuel usage declined, whereas renewable energy sources saw a rise, indicating a shift in energy preferences.*

Exercise 2: Add Subordinate Clauses

1. *Renewable energy usage increased because of government subsidies.*

2. *The trend is consistent across all regions, although some areas experienced slower growth.*

3. *The graph represents data from 2000 to 2020, when the global economy was undergoing significant changes.*

Exercise 3: Rewrite Using Compound-Complex Sentences

1. *The data indicates a drop in sales, which occurred in 2015, and this was due to increased competition.*

2. *Urban populations have grown, and this trend is expected to continue, which will likely impact infrastructure development.*

By practicing these sentence structures, you'll not only enhance your grammatical range but also improve the clarity and sophistication of your writing. With consistent use of complex and compound-complex sentences, you'll be well on your way to achieving a high band score.

Done-For-You Report Writing Templates

I want to show you how you can write good reports that will fetch you a high band score using proven band 7.0+ templates in the report writing section.

1. **Template for Graphs, Charts, and Tables**

Introduction:

The [type of visual] illustrates/compares/shows [the main subject] over the period of [time frame] in [location(s)].

Overview:

Generally, it can be observed that [state the most significant trend(s)].

Additionally, [mention another prominent trend or contrasting feature].

Body Paragraph 1:

Focusing on the [specific aspect, e.g., highest/initial figures], [describe key data and trends with precise figures].

[Highlight comparisons or notable changes over time, using linking phrases like "while," "whereas," or "in contrast"].

Body Paragraph 2:

Turning to the [second aspect or feature], [describe key data, trends, or comparisons with specific figures].

[Include any smaller details or exceptions].

2. Template for Processes and Diagrams

Introduction:

The diagram illustrates [the process or how something works/changes, e.g., "the stages involved in producing electricity from wind"].

Overview:

The process begins with [describe the initial stage briefly] and ends with [final outcome or result]. Notably, [highlight significant transitions or stages].

Body Paragraph 1:

The first step involves [describe the initial stage in detail]. This is followed by [explain the next step or sequence].

Body Paragraph 2:

Subsequently, [continue describing middle stages or transitions].

Finally, [explain the last stage or outcome].

3. Template for Maps

Introduction:

The maps illustrate [the layout of a place or changes in a location] between [time periods].

Overview:

It is evident that [state main changes, e.g., "the area has been significantly urbanized"].

Meanwhile, [mention a contrasting or secondary trend].

Body Paragraph 1:

In [specific location or direction, e.g., "the northwestern part"], [describe changes or features in detail].

Additionally, [mention other noticeable changes].

Body Paragraph 2:

In contrast, the [another specific area] [describe features or lack of changes].

Over time, [conclude with a brief statement about the overall impact of the changes].

Practice Exercises and Model Answers

Each of the following exercises includes a sample visual data set and a model answer at the end of the book. So practice analyzing the visuals and writing your response based on the writing template above.

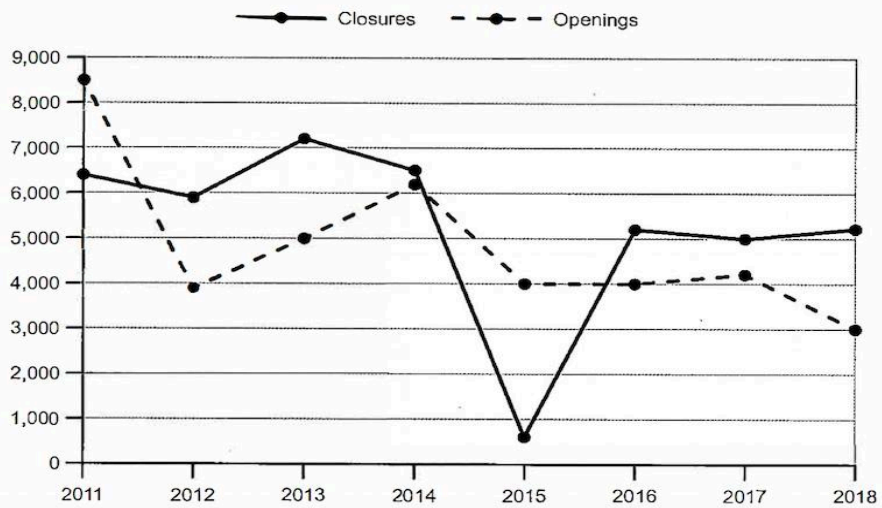
1. Line Graph Practice Exercise

The graph below shows the number of shops that closed and the number of new shops that opened in one country between 2011 and 2018.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.

Number of shop closures and openings 2011–2018

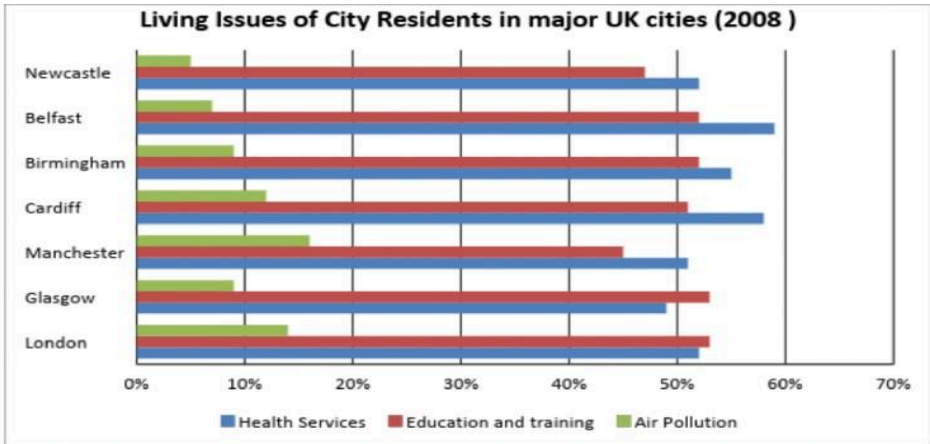


2. Bar Chart Practice Exercise

The chart below gives some of the most reported issues among people living in UK cities in 2008 (%).

Summarize the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.



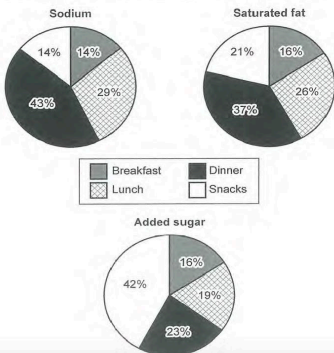
3. Pie Chart Practice Exercise

The charts below show the average percentages in typical meals of three types of nutrients, all of which may be unhealthy if eaten too much.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.

Average percentages of sodium, saturated fats and added sugars in typical meals consumed in the USA



4. Table Practice Exercise

The table shows data about underground railway systems in six major cities with date opened, kilometres of route and passenger numbers per year in millions.

Summarise the information by selecting and reporting the main features, making comparisons where relevant

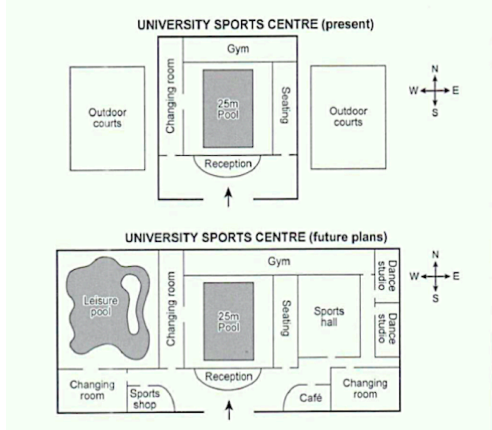
City	Date opened	Kilometres of route	Passengers per year (in millions)
London	1863	394	775
Paris	1900	199	1191
Tokyo	1927	155	1928
Washington DC	1976	126	144
Kyoto	1981	11	45
Los Angeles	2001	28	50

5. Map Practice Exercise

The plans below show the layout of a university's sports centre now, and how it will look after redevelopment.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.



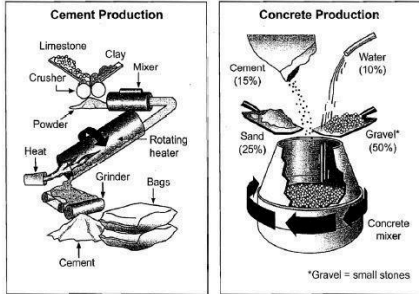
6. Diagram/Process Practice Exercise

WRITING TASK 1

You should spend about 20 minutes on this task.

The diagrams below show the stages and equipment used in the cement-making process, and how cement is used to produce concrete for building purposes. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.



7. Mixed/Multiple Data Sets Practice Exercise

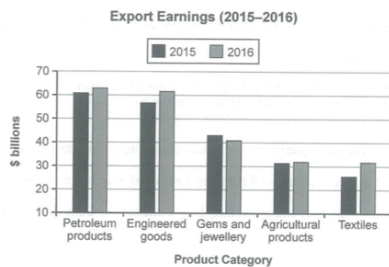
WRITING TASK 1

You should spend about 20 minutes on this task.

The chart below shows the value of one country's exports in various categories during 2015 and 2016. The table shows the percentage change in each category of exports in 2016 compared with 2015.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.



Percentage change in values (2015–2016)	
Petroleum products	▲ 3%
Engineered goods	▲ 8.5%
Gems and jewellery	▼ 5.18%
Agricultural products	▲ 0.81%
Textiles	▲ 15.24%

Each of these exercises is designed to reinforce the skills you'll need for high-band Task 1 writing.

Hence, it will be unwise for you to proceed to the next chapter without working on them. When you're done, compare your report with the sample reports at the end of the book.

Chapter 3

General Training Task 1—Letter Writing Simplified

Letter writing in the IELTS General Training Task 1 tests your ability to communicate effectively in different situations.

In this chapter, I will break down the essentials of writing formal, semi-formal, and informal letters, provide templates and strategies, and include sample questions with model answers.

Overview of General Training Task 1

In the letter writing task 1 for the General training module, you'll be given a situation and asked to write a letter of at least **150 words**. The task may involve:

- **Requesting information**
- **Making a complaint**
- **Giving an explanation or apology**
- **Making suggestions or offering advice**
- **Expressing gratitude**

The tone and style of your letter depend on the type of letter you're writing.

There are three main types:

1. **Formal:** For official situations or people you don't know personally (e.g., a manager or company).
2. **Semi-Formal:** For people you know but have a professional relationship with (e.g., a neighbor or colleague).
3. **Informal:** For close friends or family.

Structuring Your Letter

Regardless of the type, your letter should follow this structure:

1. **Salutation:** every letter is expected to start with an appropriate greeting.
 - Formal: *Dear Sir/Madam,*
 - Semi-formal: *Dear Mr. Johnson,*
 - Informal: *Hi Sarah,*
2. **Opening Paragraph:** after the salutation, you're expected to state the purpose of your letter.
3. **Body Paragraphs:** after you have stated your aim of writing, you should go on to provide details related to the task.
4. **Closing Paragraph:** Once you're done with the details, go ahead and summarize your main point or request and express any closing remarks.
5. **Sign-off:** your sign-off differs based on the letter type you're to write.

For instance:

- Formal: *Yours sincerely,* or *Yours faithfully,*
- Semi-formal: *Best regards,*
- Informal: *Best wishes,* or *Take care,*

Formal Letters

The purpose of a formal letter is to address serious matters such as making a complaint, requesting information, or applying for something.

In this type of letter, the language choice ought to be polite, professional, and formal. Plus, it must be void of contractions or slang.

Example Situation:

You are applying for a job and need to provide additional information to the hiring manager.

Model Answer:

Dear Mr. Smith,

I am writing to provide additional details regarding my application for the Marketing Manager position at your esteemed company. I am confident that my extensive experience in digital marketing and project management aligns perfectly with the requirements of this role.

Over the past ten years, I have successfully managed multiple marketing campaigns that resulted in a 40% increase in online engagement and a 25% growth in customer acquisition for my previous employer. My expertise includes SEO optimization, content strategy, and social media management, which I believe will bring significant value to your organization.

Furthermore, I thrive in team-oriented environments and have demonstrated strong leadership skills by managing cross-functional teams to meet project deadlines effectively. I am particularly excited about your company's innovative approach to marketing and am eager to contribute to its ongoing success.

Please feel free to contact me at your earliest convenience if further information is required. I look forward to the opportunity to discuss how my skills and experience can benefit your team.

Yours sincerely,
Jane Doe

Semi-Formal Letters

In this type of letter, you are to write to someone you know in a professional or neutral capacity, like a neighbor or coworker.

The choice of words here will have to be polite but slightly less formal than a formal letter.

Example Situation:

You are writing to a neighbor to ask them to stop playing loud music late at night.

Model Answer:

Dear John,

I hope this letter finds you well. I am writing to address an issue regarding the loud music coming from your house late at night. While I understand and respect that you may enjoy music to unwind, the high volume has been affecting my ability to sleep, especially on weekdays when I have to wake up early for work.

The disturbance has become particularly noticeable over the past two weeks, with music sometimes continuing well past midnight. It is difficult to concentrate at work the following day, and I believe other neighbors might also be experiencing similar issues.

I kindly request that you consider lowering the volume after 10 PM or perhaps using headphones during late hours. I truly value the friendly atmosphere in our neighborhood and hope we can resolve this amicably. Please let me know if there's a convenient time to discuss this further.

Thank you for your understanding.

Best regards,
Michael

Informal Letters

This type of letter is mostly written to friends or family for personal reasons, such as inviting them to an event, apologizing, or sharing news.

The language used in this situation is usually friendly, conversational, and informal. You can use contractions, slang, and personal expressions.

Example Situation:

Write to your friend to invite them to your birthday party.

Model Answer:

Holla Emily,

I hope you're doing great! I'm super excited to share some news—I'm throwing a birthday party next weekend, and it wouldn't feel right without you there to celebrate with me.

The party will be on Saturday, the 15th, at my house, and we're kicking things off around 6 PM. It's going to be a fun evening with plenty of delicious food, exciting games, and, of course, music to keep us dancing all night long. I'm even planning a karaoke session, so get ready to belt out a few tunes!

Feel free to bring a friend along if you'd like—it'll be a lively and relaxed evening with good vibes all around. Let me know if you can make it. It would truly mean the world to have you there to celebrate this special day with me.

Take care and see you soon,
Anna

Essential Language for Letter Writing

1. **Formal Phrases Like:**

- *I am writing to inform you...*
- *I would appreciate it if you could...*
- *Please do not hesitate to contact me if you require further information.*

Could be used when writing formal letters to show formality.

2. **Semi-Formal Phrases:**

- *I hope this letter finds you well.*
- *I am reaching out to discuss...*
- *Looking forward to your response.*

This and many other phrases should be used when writing a semi-formal letter.

3. **Informal Phrases:**

- *Hey, I just wanted to let you know...*
- *I can't wait to catch up with you!*
- *Looking forward to hearing from you soon.*

And many others are examples of phrases you can use when writing an informal letter.

Common Pitfalls in Tone and Formality

When writing your letter for IELTS General Training Task 1, maintaining the appropriate tone and level of formality is critical.

Below are some common pitfalls and how to avoid them:

1. **Using the Wrong Level of Formality**

When writing formal letters, avoid overly casual language such as "Hey" or "What's up?" Instead, always start with a polite salutation like "*Dear Sir/Madam*" and use professional expressions throughout.

Take a good look at this example below 📌

"Hi John, I hope you're good. Can you help me out?" ❌

✔️
"Dear Sir, I hope this letter finds you well. I am writing to request assistance with..."

In informal letters, you have to avoid using stiff, overly formal language in informal letters. Instead, use a relaxed and friendly tone that matches how you would talk to a close friend.

For instance, writing this way:

"Dear Emily, I am writing to inform you of a gathering at my residence." ❌

✔️
"Hi Emily, I hope you're doing well! I'm having a party next Saturday, and I'd love for you to come."

2. Mixing Up Tones

Switching between formal and informal tones can confuse the reader and make your writing seem inconsistent.

For example:

"Dear Sir, I'm really stoked about this new job opportunity!" ❌

✔️
"Dear Sir, I am very excited about the opportunity to join your company."

3. Overly Emotional or Apologetic Language

While it's natural to express your feelings in a letter, avoid excessive emotion in formal or semi-formal letters.

For instance:

"I'm so sorry for the inconvenience! I feel terrible about it!" ❌

✔️
"I sincerely apologize for any inconvenience caused."

4. Forgetting the Task Requirements

Make sure you answer all parts of the prompt. Missing details like *why* you're writing or what action you expect can result in a lower score.

For example, If the task asks you to request information about a course, don't just introduce yourself—ask specific questions about the course content, schedule, or fees.

5. Using Informal Contractions in Formal Letters

While contractions like *don't* or *can't* are fine in informal letters, they should be avoided in formal and semi-formal ones.

For instance:

"I can't attend the meeting tomorrow." ❌

"I cannot attend the meeting tomorrow." ✅

6. Lack of Proper Sign-Offs

Always sign off appropriately based on the tone and this does not in any way imply that you are to use signatures when concluding your letter.

So to help you understand how you're supposed to sign off, here are some examples of how you're supposed to sign-off:

- **Formal:** *Yours faithfully* (if you don't know the name) or *Yours sincerely* (if you do).
- **Semi-Formal:** *Best regards* or *Kind regards*.
- **Informal:** *Take care* or *Cheers*.

7. Ignoring Paragraph Structure

Breaking your letter into clear paragraphs is essential as it compartmentalizes your ideas and improves readability. So avoid writing a single block of text, which can make your letter hard to read.

Done-For-You Letter Writing Templates

I want to show you how you can write good reports that will fetch you a high band score using proven band 7.0+ templates in the letter writing section.

1. **Formal Letter**

Salutation:

Dear [Recipient's Name],

Introduction:

I hope this letter finds you well. I am writing to [state the purpose of your letter].

Details:

[Paragraph 1: Explain the situation or problem in detail, providing any necessary context.]

[Paragraph 2: Describe the actions or solutions you are requesting or offering.]

Closing:

Thank you for your attention to this matter. I look forward to your response.

Sign-off:

Yours faithfully/sincerely,
[Your Name]

2. **Semi-Formal Letter**

Salutation:

Dear [Recipient's Name],

Introduction:

I hope you are doing well. I am writing to [state the purpose of your letter].

Details:

[Paragraph 1: Explain the situation or issue in a friendly but respectful tone.]

[Paragraph 2: Suggest or request a solution, offering any additional details.]

Closing:

Thank you for your time and consideration. Please let me know if you need any further information.

Sign-off:

Best regards/kind regards,
[Your Name]

3. Informal Letter

Salutation:

Hi [Friend's Name],

Introduction:

I hope you're doing great! I wanted to write to you about [state the reason for writing].

Details:

[Paragraph 1: Share the details, using casual language and a warm tone.]

[Paragraph 2: Add any additional information, making it personal and engaging.]

Closing:

Can't wait to hear from you soon! Let me know what you think.

Sign-off:

Take care/All the best,
[Your Name]

Practice Exercises

Case 1:

You should spend about 20 minutes on this task

Your order for some expensive garden furniture has finally arrived, but it is late and not on the date originally promised. Some of the items are not inside the boxes. There was no answer when you phoned the office. You need the rest of the order for an event you have planned.

Write to the manager of the Customer Services department at the company. In the letter,

- Describe the problems with the order
- Explain what you need the company to do
- Say when this must be resolved by and why

Write at least 150 words

You do **NOT** need to write any addresses

Begin your letter as follows:

Dear Sir/Madam,

Case 2:

WRITING TASK 1

You should spend about 20 minutes on this task.

There have been several complaints about the reception area where visitors to your company arrive. Your manager has asked you to suggest how the reception area could be improved.

Write a letter to your manager. In your letter

- describe the complaints that have been made*
- say why the reception area is important*
- suggest how the reception area could be improved*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear ,

Case 3:

WRITING TASK 1

You should spend about 20 minutes on this task.

There have been several complaints about the reception area where visitors to your company arrive. Your manager has asked you to suggest how the reception area could be improved.

Write a letter to your manager. In your letter

- describe the complaints that have been made*
- say why the reception area is important*
- suggest how the reception area could be improved*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear ,

Case 4:

You should spend about 20 minutes on this task.

*You have been doing some voluntary work to help your local community.
However, now you are unable to continue doing this work.*

*Write a letter to the manager of the organisation where you have been working.
In your letter*

- *describe the work you have been doing*
- *explain why you can no longer do this work*
- *recommend another person who is interested in the work*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear

Chapter 4

Task 2—Mastering Essay Writing

Task 2 of the IELTS Writing module requires candidates to write a formal essay in response to a given prompt.

You are evaluated on four key criteria:

1. Task Achievement

2. Coherence and Cohesion

3. Lexical Resource

4. **Grammatical Range and Accuracy**

Your response must be at least 250 words where you must present clear ideas with supporting arguments and examples by following a logical structure.

Structure of a High-Scoring Essay

The following structure ensures clarity, coherence, and task fulfillment in your essay writing:

1. Introduction

- Paraphrase the question.
- State your thesis (your position or overall argument).
- Provide a brief outline of your main points.

2. Body Paragraph 1

- Present your first main idea.
- Support it with examples or evidence.
- Include a linking sentence to connect ideas.

3. Body Paragraph 2

- Present your second main idea (or counterargument if required).
- Support it with examples or evidence.

- Transition smoothly to the conclusion.

4. Conclusion

- Summarize your main points.
- Restate your thesis using different words.

Types of Essay Questions and How to Approach Them

1. **Opinion Essays (Agree or Disagree)**

For example:

Some people believe that modern technology has made life more complex, while others think it has made life easier. Discuss both views and give your own opinion.

Approach:

- State your opinion clearly in the introduction.
- Discuss both views in separate paragraphs.
- Conclude by reaffirming your opinion.

2. **Discussion Essays**

For example:

Many people think that governments should invest more in public transportation than building new roads. Discuss both sides and give your opinion.

Approach:

Present the argument for one side in the first body paragraph.

Present the argument for the opposing side in the second body paragraph.

Provide your opinion in the conclusion.

3. Problem-Solution Essays

For example:

Many cities are facing issues of traffic congestion. What are the causes of this problem, and what solutions can be implemented to resolve it?

Approach:

- Identify the main problems in the first body paragraph.
- Suggest solutions in the second body paragraph.

4. Advantage-Disadvantage Essays

For example:

Some people prefer working remotely, while others find it less productive. Discuss the advantages and disadvantages of remote work.

Approach:

- Highlight the advantages in one paragraph.
- Discuss the disadvantages in the next paragraph.
- Conclude with a balanced view or personal stance.

5. Double Question Essays

For example:

People today often switch careers throughout their lives. Why do they do this? Is it a positive or negative development?

Approach:

- Answer the first question in the first body paragraph.
- Answer the second question in the second body paragraph.

Developing Ideas with Logical Progression

A high-scoring IELTS Task 2 essay doesn't just have great ideas—it presents them in a clear and logical progression. In this section, I will teach you how to brainstorm effectively, structure your thoughts, and write paragraphs that flow seamlessly.

Brainstorming Techniques for Generating Ideas

Generating ideas quickly and effectively is crucial during the IELTS exam as question topics can border around different subject matters.

Here are some tried-and-tested techniques you should implement when brainstorming:

1. **Mind Mapping:**

Write the main topic or question in the center of a page and branch out related ideas.

Example Question:

“Many people believe that climate change is the most serious issue facing the world today. What are the causes of climate change, and what can be done to address this issue?”

Causes: Industrial emissions, deforestation, vehicle pollution.

Solutions: Renewable energy, reforestation, stricter environmental laws.

2. **Pros and Cons Listing:**

Divide your page into two columns—one for pros/advantages and another for cons/disadvantages.

Example Question:

“Is online learning better than traditional classroom learning?”

Pros: Flexibility, accessibility, cost-effective.

Cons: Lack of interaction, distractions, technology dependence.

3. **ASK Technique (Audience, Scope, Key Points):**

- Audience: Who is affected?
- Scope: What aspects are covered?
- Key Points: What are the main ideas?

Example Question:

“Why do people choose to live in urban areas despite challenges?”

Audience: Young professionals, families.

Scope: Benefits (job opportunities, amenities), challenges (pollution, cost of living).

4. **Questioning the Topic (5Ws and 1H):**

Ask: Who? What? Where? When? Why? How?

Example Question: "What are the effects of social media on society?"

Who: Young people, businesses.

What: Communication, advertising.

Why: Instant connection, visibility.

Organizing Thoughts into a Cohesive Outline

Once you've brainstormed ideas, you need to organize them into a clear outline.

Here's how:

1. Understand the Question Type:

Identify if the essay is an opinion, discussion, problem-solution, advantage-disadvantage, or direct question essay.

Example:

For a discussion essay, you'll need to present both sides of an argument.

2. Plan Your Essay:

- Introduction:

Paraphrase the question and outline your main ideas.

- Body Paragraphs:

Each paragraph should focus on one main idea, supported by examples.

- Conclusion:

Summarize your main points and restate your opinion (if required).

3. Follow a Logical Sequence:

Start with broader ideas and narrow down to specific examples. Also, use cohesive devices to ensure smooth transitions.

Take a look at this outline for an Opinion Based Essay:

“Some people think homeschooling is better for children’s development than attending traditional schools. Do you agree or disagree?”

Introduction: Briefly introduce homeschooling and traditional schools, state your opinion (e.g., disagree).

Body Paragraph 1: Explain why traditional schools are better for social skills development (e.g., teamwork, peer interaction).

Body Paragraph 2: Discuss the challenges of homeschooling (e.g., limited resources, lack of professional guidance).

Conclusion: Summarize why traditional schools are more beneficial.

Sample Paragraphs that Demonstrate Logical Flow

Example 1: Opinion Essay (Agree or Disagree)

Question: “Some people believe that governments should invest more in public transport than building new roads. To what extent do you agree or disagree?”

Sample Paragraph:

Public transport investments are essential for reducing traffic congestion and environmental pollution. For instance, cities with well-developed metro systems,

such as Tokyo, experience less road congestion than those reliant on private vehicles. Furthermore, public transport systems emit fewer greenhouse gases compared to cars, making them an environmentally friendly option. Thus, prioritizing public transport benefits both commuters and the planet.

The logical flow breakdown of this paragraph will be as follows:

- Main Idea: Public transport reduces congestion and pollution.
- Supporting Detail: Example of Tokyo's metro system.
- Elaboration: Highlight environmental benefits.

Let's take another sample body paragraph.

Example 2: Problem-Solution Essay

Question:

“Unemployment among young people is a growing concern. What are the causes, and how can this issue be addressed?”

Sample Paragraph:

One major cause of youth unemployment is the mismatch between education and job market demands. Many educational institutions focus on theoretical knowledge rather than practical skills, leaving graduates ill-prepared for available jobs. To address this, governments can introduce vocational training programs and collaborate with industries to align curriculum with market needs. For example, Germany's dual education system, which combines classroom learning with on-the-job training, has significantly reduced youth unemployment rates.

The logical flow breakdown of this paragraph will be as follows:

- Main Idea: Education-job market mismatch causes unemployment.
- Explanation: Lack of practical skills among graduates.
- Solution: Vocational training and industry collaboration.

Example: Germany's dual education system.

Using Cohesive Devices and Linking Words

One of the key elements of a high-scoring IELTS essay is coherence and cohesion. This means that your ideas should flow logically and be connected using cohesive devices and linking words.

This chapter I will provide you with advanced tools to enhance the clarity and smoothness of your writing.

Advanced Transitions and Connectors for Coherence

Cohesive devices are words or phrases that connect ideas in a way that makes your writing easy to follow.

Below are categories of cohesive devices with examples:

1. Addition (*Adding Information*):

Use these to expand on a point or provide additional ideas.

Examples: Moreover, Furthermore, In addition, Not only that, What's more, Also, Besides, etc

Example Sentence: Renewable energy sources are environmentally friendly. *Moreover*, they are becoming increasingly cost-effective.

2. Contrast (*Showing Differences*):

Use these to introduce opposing ideas or perspectives.

Examples: However, On the other hand, In contrast, Although, Nevertheless, Whereas, While, Despite, etc.

Example Sentence: While online education is convenient, it lacks the personal interaction of traditional classrooms.

3. **Cause and Effect** (*Explaining Relationships*):

Use these to show why something happens or its impact.

Examples: Because, Since, As a result, Therefore, Consequently, Hence, Thus, Due to, Owing to, etc.

Example Sentence: The increase in vehicle emissions has worsened air quality; as a result, respiratory diseases are on the rise.

4. **Exemplification** (*Giving Examples*):

Use these to clarify points by providing examples.

Examples: For example, For instance, To illustrate, Such as, Specifically, Namely

Example Sentence: Many countries have implemented green energy solutions. For example, Iceland relies almost entirely on geothermal energy.

5. **Sequence and Organization** (*Structuring Ideas*):

Use these to order points logically.

Examples: Firstly, Secondly, Finally, In conclusion, To begin with, Next, Subsequently, etc.

Example Sentence: Firstly, governments should enforce stricter emission laws. Secondly, they should promote public transport.

6. Comparison (Highlighting Similarities):

Use these to point out similarities.

Examples: Similarly, Likewise, In the same way, Just as

Example Sentence: Germany has successfully reduced carbon emissions by adopting green energy policies. Similarly, Denmark has invested heavily in wind power.

7. **Emphasis** (*Highlighting Importance*):

Use these to stress significant points.

Examples: Indeed, In fact, Certainly, Without a doubt, Undoubtedly, Above all

Example Sentence: Undoubtedly, education is the key to breaking the cycle of poverty.

Examples of High-Scoring Responses with Effective Linking

Sample Question 1:

Some people believe that modern technology is making us more isolated. To what extent do you agree or disagree?

Model Answer with Cohesive Devices:

Modern technology has undoubtedly transformed the way we communicate, yet its effects on social connections are often debated. On the one hand, technology facilitates instant communication through platforms like social media and messaging apps. For instance, people can now video call their loved ones from any corner of the world, which was unimaginable a few decades ago. However, despite its convenience, technology can also contribute to social isolation. For example, excessive use of smartphones often reduces face-to-face interactions, as people become engrossed in their virtual worlds. Consequently, relationships may suffer, and individuals may feel disconnected from those around them. In conclusion, while technology offers numerous benefits, it is essential to use it mindfully to maintain genuine social connections.

Sample Question 2:

“In many cities, traffic congestion is a major problem. What are the causes of this issue, and how can it be solved?”

Model Answer with Cohesive Devices:

Traffic congestion is a persistent issue in many urban areas, caused by several factors. Firstly, the increasing number of private vehicles contributes significantly to overcrowded roads. For example, cities like Los Angeles and New Delhi experience severe traffic due to the lack of efficient public transportation systems. Moreover, poor urban planning exacerbates the problem. In contrast, cities with well-structured roads and integrated public transport, such as Singapore, face fewer traffic issues. To address this, governments should invest in reliable and affordable public transport options. Furthermore, encouraging carpooling and implementing congestion charges can help reduce the number of vehicles on the road. In conclusion, solving traffic congestion requires a combination of improved infrastructure and behavioral changes among commuters.

Common Mistakes When Using Cohesive Devices

1. Overusing Linkers:

Avoid using a cohesive device in every sentence. It can make your essay sound mechanical.

Poor Example: Firstly, education is essential. Secondly, it creates opportunities. Finally, it reduces poverty.

Better Example: Education is essential as it creates opportunities and reduces poverty. For instance, many low-income families benefit from free public education.

2. Using Inappropriate Linkers:

Ensure the linker matches the logical relationship you want to convey.

Poor Example: Global warming is a serious issue. Although, it requires urgent attention.

Better Example: Global warming is a serious issue; therefore, it requires urgent attention.

3. **Repetition of the Same Linker:**

Use a variety of cohesive devices to avoid redundancy.

Poor Example: Furthermore, the economy benefits. Furthermore, the environment improves.

Better Example: Furthermore, the economy benefits. In addition, the environment improves.

Language of Argumentation and Counterarguments

Strong argumentation is the backbone of a high-scoring Task 2 essay. This section focuses on strategies to make your arguments more compelling, introduce counterarguments effectively, and enhance your essay's sophistication.

Strategies for Adding Depth to Arguments:

To score high in Task Achievement and Coherence and Cohesion, it's essential to go beyond surface-level ideas. Adding depth to your arguments involves:

1. Providing Specific Examples:

Examples should illustrate your argument clearly and directly relate to the essay topic.

Example Sentence: Countries like Finland have shown that investing in free education can significantly improve literacy rates and economic productivity.

2. Using Data or Facts *(If Applicable)*:

Mentioning general trends or hypothetical data adds credibility.

Example Sentence: Studies suggest that cities with efficient public transport systems, such as Tokyo, report 30% less traffic congestion compared to cities without.

3. Explaining Causes and Effects:

Dive deeper by explaining why something happens and what it leads to.

Example Sentence: Excessive screen time not only strains eyesight but also reduces physical activity, contributing to an increase in obesity rates.

4. Introducing Logical Progression:

Use phrases that guide the reader through the development of your argument.

Example Sentence: This leads to the inevitable conclusion that stricter regulations on emissions are necessary to combat climate change.

5. Exploring Multiple Dimensions:

Discuss cultural, social, economic, or environmental aspects to broaden the scope of your argument.

Example Sentence: From an economic perspective, tourism creates jobs, but environmentally, it often leads to habitat destruction.

Addressing Counter Arguments:

Acknowledging opposing viewpoints shows critical thinking and adds sophistication to your essay.

Here's how to incorporate counter arguments effectively:

1. Introduce the Counterargument:

Use phrases to signal an opposing view.

Example Phrases:

- Some people argue that...
- It is often claimed that...
- A common belief is that...
- Critics may point out that...

2. Refute or Mitigate the Counterargument:

Demonstrate why the opposing view is flawed, incomplete, or less convincing.

Example Phrases:

However, this perspective overlooks...

While this may be true to some extent, it fails to consider...

This argument is valid to a point, but...

3. Use Evidence to Strengthen Your Rebuttal:

Provide facts or logical reasoning to support your refutation.

Example Sentence: While some argue that automation leads to job losses, it is equally true that it creates new opportunities in the tech sector.

4. Balance the Tone:

Avoid dismissing opposing views outright. Instead, acknowledge their validity but explain why your argument holds greater weight.

Sample Sentences for Sophisticated Argumentation

1. **Introducing an Argument:**

- It is evident that...
- The most compelling reason for...
- One significant advantage is...

2. **Explaining an Argument:**

- This can be attributed to...
- This occurs because...
- As a result of...

3. **Introducing Counter Arguments:**

- On the other hand, some people believe that...
- It is often argued that...
- Critics suggest that...

4. **Refuting Counter Arguments:**

- While this may seem plausible, it is important to note that...
- However, this argument does not take into account...

Although this viewpoint has merit, it fails to address...

5. **Drawing Conclusions:**

- This suggests that...
- Ultimately, this demonstrates that...
- In light of the evidence, it is clear that...

Example Paragraphs Demonstrating Argumentation and Counter Arguments

Sample Question:

“Some people believe that governments should prioritize healthcare over other sectors. To what extent do you agree or disagree?”

Sample Paragraph (*With Counterargument*):

It is undeniable that healthcare is a fundamental aspect of any society. Investing in healthcare systems ensures that citizens are healthy and productive, ultimately boosting a country's economy. For instance, countries with robust healthcare systems, such as Sweden, report higher life expectancy and greater workforce participation. However, critics argue that overemphasis on healthcare may divert funds from other vital sectors like education and infrastructure. While this concern is valid, it overlooks the fact that poor health can undermine progress in all other areas. Therefore, prioritizing healthcare creates a solid foundation for sustainable development across multiple sectors.

Sample Paragraph (*Depth and Sophistication*):

Another critical reason to prioritize healthcare is its role in reducing economic inequality. Poor communities often suffer disproportionately from inadequate access to medical facilities, leading to a cycle of poverty and ill health. For example, a study by the World Health Organization found that universal health care significantly reduces poverty levels in low-income countries. This demonstrates that investing in healthcare is not merely a moral obligation but also an economically sound decision.

Formal Tone and Precision

A formal tone and precise language are essential for achieving a high band score in IELTS Writing Task 2. This section will help you avoid vague expressions, use clear and specific vocabulary, and maintain a professional tone throughout your essay.

Avoiding Vague Language and Maintaining a Formal Tone

1. **Avoid Informal Expressions:**

Replace casual phrases with more formal equivalents.

Example:

Informal: "A lot of people think..."

Formal: "Many individuals believe..."

2. **Avoid Generalizations:**

Avoid using vague words like things, stuff, good, bad. Be specific about what you mean.

Example:

Vague: "There are good and bad effects of social media."

Specific: "Social media offers opportunities for networking but also poses risks to mental health."

3. **Use Objective Language:**

Avoid personal pronouns like I think or I feel. Instead, present arguments objectively.

Example:

Subjective: "I think climate change is a big issue."

Objective: "Climate change is a significant global concern."

4. **Avoid Contractions:**

Write out full words to maintain a formal tone.

Example:

Informal: "It's clear that education is important."

Formal: "It is clear that education is important."

5. **Use Hedging for Balanced Claims:**

Avoid overly absolute statements by using hedging language like may, might, could, appears, seems.

Example:

Absolute: "Technology will eliminate all jobs in the future."

Hedged: "Technology may lead to significant changes in the job market."

Vocabulary Alternatives for Clarity and Specificity

The right vocabulary can significantly enhance your essay's clarity and precision. Below are common vague words with suggested formal alternatives:

Vague Word	Formal Alternative	Example Sentence
------------	--------------------	------------------

Big	Significant, Substantial	“Urbanization has a significant impact on housing demand.”
Small	Minor, Negligible	“The policy changes had a negligible effect on public opinion.”
Good	Beneficial, Advantageous	“Implementing renewable energy sources is beneficial for the environment.”
Bad	Detrimental, Harmful	“Deforestation is detrimental to biodiversity.”
A lot	Numerous, Several, A considerable amount	“Numerous studies have highlighted the importance of regular exercise.”
Thing(s)	Aspect(s), Factors(s), Element(s)	“One critical factor in job satisfaction is work-life balance.”
People	Individuals, Citizens, Society	“Society must address the growing concerns over climate change.”
Help	Support, Facilitate, Assist	“Governments should facilitate access to quality education.”

Examples of High-Scoring Formal Writing

Sample Question:

“Some people think that environmental protection is the responsibility of individuals, while others believe it is the duty of governments. Discuss both views and give your opinion.”

Sample Paragraph with Formal Tone and Precision:

It is often argued that individuals play a crucial role in preserving the environment. For instance, simple actions such as reducing plastic consumption and conserving water can collectively lead to substantial environmental benefits. However, relying solely on individuals may prove insufficient, as the magnitude of environmental issues requires large-scale interventions. Governments, therefore, must implement policies such as carbon taxes and invest in renewable energy technologies. In conclusion, while individual efforts are important, addressing environmental challenges effectively necessitates a combined approach involving both individuals and state authorities.

Tips for Consistently Maintaining a Formal Tone

1. Read High-Scoring Model Answers:

Familiarize yourself with formal writing by reviewing sample essays.

2. Proofread for Informal Language:

After writing, check for contractions, casual phrases, and vague words.

3. Practice Using Precise Vocabulary:

Regularly update your vocabulary by learning synonyms and context-appropriate alternatives.

Essay Writing Templates for All IELTS Essay Question Types

I want to show you how easy writing essays that can get you a high band score is, by providing ready-to-use templates for all IELTS Task 2 essay types. Each template is designed to help you organize your ideas, maintain coherence, and meet the IELTS

Writing criteria effectively. Simply adapt the content to fit the specific question you're answering.

1. Opinion Essays

Structure:

1. Introduction

- Paraphrase the question.
- State your opinion clearly (agree, disagree, or partially agree).
- Outline your main points.

2. Body Paragraph 1 (First reason for your opinion)

- Topic sentence stating your first reason.
- Explain and support with an example.

3. Body Paragraph 2 (Second reason for your opinion)

- Topic sentence stating your second reason.
- Explain and support with an example.

4. Conclusion

- Summarize your opinion and main points.

Template:

Introduction:

- The question of whether [topic] has sparked significant debate. Personally, I [agree/disagree/partially agree] because of [reason 1] and [reason 2].

Body Paragraph 1:

- One compelling reason why I [agree/disagree] is [reason 1]. This is because [explanation]. For instance, [example]. Therefore, [link back to opinion].

Body Paragraph 2:

- Another reason supporting my view is [reason 2]. This is particularly important because [explanation]. For example, [example]. Consequently, [link back to opinion].

Conclusion:

- In conclusion, I firmly believe that [restate opinion]. This is due to [reason 1] and [reason 2], which together highlight [main idea].

2. Discussion Essays

Structure:

1. Introduction

- Paraphrase the question.
- State both sides of the argument.
- Indicate your position (optional).

2. **Body Paragraph 1** (Side A)

- Topic sentence summarizing the first perspective.
- Explain and provide examples supporting this view.

3. **Body Paragraph 2** (Side B)

- Topic sentence summarizing the opposing perspective.
- Explain and provide examples supporting this view.

4. **Conclusion**

- Summarize both sides.
- State your position clearly (if required).

Template:

Introduction:

- The topic of [topic] has generated diverse opinions. While some argue that [side A], others believe that [side B]. This essay will explore both perspectives before concluding with [my own viewpoint/a balanced opinion].

Body Paragraph 1:

- Proponents of [side A] argue that [main point]. This is because [explanation]. For instance, [example]. As a result, [summary of side A's argument].

Body Paragraph 2:

- On the other hand, advocates of [side B] believe that [main point]. This perspective is supported by [explanation]. For example, [example]. Thus, [summary of side B's argument].

Conclusion:

- In conclusion, both [side A] and [side B] present valid points. However, I [agree more with side A/believe a balanced approach is best] because [reason].

3. Problem-Solution Essays

Structure:

1. Introduction

- Paraphrase the problem.
- Briefly state the solutions you'll propose.

2. Body Paragraph 1 (The problem)

- Describe the problem in detail.
- Explain its causes or effects.
- Provide an example if relevant.

3. Body Paragraph 2 (The solution)

- Propose a solution.
- Explain how it addresses the problem.
- Provide an example if relevant.

4. Conclusion

- Summarize the problem and solution.
- Reinforce the importance of taking action.

Template:

Introduction:

- One of the most pressing issues today is [problem]. This essay will discuss [problem] and propose [solutions] to address it.

Body Paragraph 1:

- The primary issue related to [problem] is [main issue]. This occurs because [causes]. For instance, [example]. As a result, [effect].

Body Paragraph 2:

- To tackle this issue, one effective solution is [solution]. This would [how it solves the problem]. For example, [example]. Therefore, implementing this solution could [result].

Conclusion:

- In conclusion, [problem] is a significant challenge, but it can be mitigated by [solution]. By addressing this issue, we can ensure [positive outcome].

4. Advantages-Disadvantages Essays

Structure:

1. Introduction

- Paraphrase the question.
- Indicate that you will discuss both advantages and disadvantages.

2. Body Paragraph 1 (Advantages)

- Topic sentence summarizing the advantages.
- Explain each advantage and provide examples.

3. Body Paragraph 2 (Disadvantages)

- Topic sentence summarizing the disadvantages.
- Explain each disadvantage and provide examples.

4. Conclusion

- Summarize the advantages and disadvantages.
- State whether the advantages outweigh the disadvantages (if required).

Template:

Introduction:

- [Topic] has its own set of benefits and drawbacks. This essay will examine both sides before concluding with [my opinion on which side prevails/a balanced perspective].

Body Paragraph 1:

- One of the main advantages of [topic] is [advantage 1]. This is because [explanation]. For example, [example]. Another benefit is [advantage 2], which [explanation]. Therefore, [summary of advantages].

Body Paragraph 2:

- However, there are also notable disadvantages. The first is [disadvantage 1], which occurs because [explanation]. For instance, [example]. Another drawback is [disadvantage 2]. Consequently, [summary of disadvantages].

Conclusion:

- In conclusion, [topic] has both advantages and disadvantages. While [advantage] is significant, [disadvantage] cannot be ignored. Ultimately, [state whether one outweighs the other or not].

5. Direct Question Essays

Structure:

1. Introduction

- Paraphrase the question.
- Briefly state how you'll answer the questions.

2. Body Paragraph 1 (Answer to the first question)

- Topic sentence answering the first question.
- Explain and provide examples.

3. **Body Paragraph 2** (Answer to the second question)

- Topic sentence answering the second question.
- Explain and provide examples.

4. **Conclusion**

- Summarize your responses to both questions.

Template:

Introduction:

- [Topic] raises important questions, such as [question 1] and [question 2]. This essay will explore both questions and provide detailed responses.

Body Paragraph 1:

- The answer to the first question, [question 1], is [answer]. This is because [explanation]. For instance, [example]. Therefore, [[link back to question]].

Body Paragraph 2:

- Regarding the second question, [question 2], the answer is [answer]. This is due to [explanation]. For example, [example]. As a result, [[link back to question]].

Conclusion:

- In conclusion, [summarize your answers to both questions]. By addressing these questions, [highlight the importance of the topic].

How to Use These Templates

1. Read the essay question carefully and determine its type.
2. Apply the relevant template, ensuring you adapt it to the specifics of the question.
3. Develop your ideas logically, using examples and explanations to support your points.
4. Proofread your essay to ensure it meets the IELTS Writing criteria.

Now use this template above to write an essay on the following tasks below

Case 1:

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Some people think having a university degree is the best way to secure a good job. However, others believe skills and experience are more important.

Discuss both sides and give your opinion.

Give reasons for your answer and include any relevant examples from your knowledge or experience.

Write at least 250 words.

Case 2:

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

In some countries, more and more people are becoming interested in finding out about the history of the house or building they live in.

What are the reasons for this?

How can people research this?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

Case 3:

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

At the present time, the population of some countries includes a relatively large number of young adults, compared with the number of older people.

Do the advantages of this situation outweigh the disadvantages?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

Case 4:

Task 2

You should spend about 40 minutes on this task.

Write about the following topic:

In Britain, when someone gets old they often go to live in a home with other old people where there are nurses to look after them. Sometimes the government has to pay for this care.

Who do you think should pay for this care, the government or the family?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

Chapter 5

Essential Grammar and Vocabulary for High Scores

Grammar Range and Accuracy accounts for 25% of your score in IELTS Writing. This section will teach you how to use advanced grammar structures effectively and avoid common mistakes, ensuring your writing is precise, varied, and polished.

Advanced Grammar Structures

Using a wide range of grammatical structures enhances your score in Grammatical Range and Accuracy. Below are some advanced structures to incorporate into your writing:

1. Conditional Sentences

Why Use Them: Conditionals are perfect for showing hypothetical situations, discussing consequences, or suggesting solutions.

Types and Examples:

Zero Conditional (*Facts*):

If water reaches 100°C, it boils.

First Conditional (*Real Possibility*):

If governments invest in renewable energy, carbon emissions will decrease.

Second Conditional (*Unreal Present/Future*):

If more people recycled, the environment would improve.

Third Conditional (*Unreal Past*):

If stricter regulations had been enforced earlier, the damage could have been minimized.

2. Passive Voice

Why Use It: The passive voice emphasizes actions rather than the doer, making your writing formal and objective.

Examples in Different Tenses:

Present Simple: Public transport is used by millions of people daily.

Past Simple: The policy was implemented last year.

Future Simple: A solution will be proposed during the meeting.

Present Perfect: New laws have been introduced to address the issue.

3. Complex Sentences with Clauses

Why Use Them: Complex sentences show the ability to connect ideas logically and fluently.

Types and Examples:

Relative Clauses:

The government, which is responsible for public welfare, should allocate more funds to healthcare.

Adverbial Clauses:

Although urbanization brings economic growth, it often leads to environmental challenges.

Noun Clauses:

What policymakers must address is the lack of affordable housing.

4. Inversions

Why Use Them: Inversions add variety and sophistication.

Examples:

Not only does recycling save resources, but it also reduces waste.

Rarely have we seen such a rapid increase in global temperatures.

Common Grammar Errors and How to Avoid Them

1. Subject-Verb Agreement

Error: *The number of students are increasing.*

Correction: *The number of students is increasing.*

Tip: Ensure the subject matches the verb in singular or plural form.

2. Run-on Sentences

Error: *Global warming is a serious problem governments need to act fast.*

Correction: *Global warming is a serious problem, and governments need to act fast.*

Tip: Use conjunctions or punctuation to separate ideas.

3. Misuse of Articles (*a, an, the*)

Error: Education is important for a success in life.

Correction: Education is important for success in life.

Tip: Use articles appropriately for countable and uncountable nouns.

4. Incorrect Prepositions

Error: She is good in math.

Correction: She is good at math.

Tip: Learn common prepositional phrases.

5. Tense Consistency

Error: People believed in traditional medicine but today prefer modern treatments.

Correction: People believed in traditional medicine but today prefer modern treatments.

Tip: Stick to one time frame in a sentence.

Examples of High-Scoring Writing with Advanced Grammar

Sample Question:

"Some people think that advertising manipulates consumers, while others believe it provides useful information. Discuss both views and give your opinion."

Sample Answer:

It is often argued that advertising manipulates consumers into purchasing unnecessary products. **For instance, flashy advertisements and persuasive slogans can create a false sense of need, leading individuals to buy items they do not require.** However, others believe that advertising serves an essential purpose by providing information about new products and services. **Had it not been for advertising, consumers would struggle to make informed decisions in a competitive market.** While both perspectives hold merit, **it must be acknowledged that consumer awareness and critical thinking can mitigate the negative effects of manipulative advertising.**

Vocabulary for High Scores

Using a precise, formal, and diverse range of vocabulary is critical for achieving high scores in IELTS Writing. Here, I will provide you with the tools to elevate your vocabulary for both Task 1 and Task 2, focusing on precision, formal language, and topic-specific terms.

Precision in Word Choice: Formal vs. Informal Language

Formal language is essential in IELTS Writing. Avoid informal expressions and use precise, academic alternatives.

Informal Word/Phrase	Formal Alternative	Example Sentence
A lot of	Numerous, A considerable amount	<i>Numerous studies highlight the importance of renewable energy.</i>
Think	Believe, Consider, Argue	<i>Many experts argue that technological advancements benefit society.</i>
Kid	Children	<i>The government should prioritize the education of children.</i>
Good	Beneficial, Advantageous	<i>Regular exercise is beneficial to overall health.</i>
Bad	Detrimental, Harmful	<i>Plastic pollution is harmful to marine ecosystems.</i>
Get	Obtain, Receive, Achieve	<i>Students must obtain permission before accessing restricted areas.</i>
Big	Significant, Substantial	<i>Climate change poses a significant challenge to policymakers.</i>
Small	Minor, Negligible	<i>The impact of this policy on urban areas is negligible.</i>

Vocabulary for Describing Data (Task 1)

When describing data in Task 1, use specific terms to convey trends, changes, and comparisons.

1. **Vocabulary for Trends:**

Increase: Rise, Surge, Grow, Climb, Escalate

Decrease: Decline, Drop, Fall, Plummet, Shrink

Stability: Remain constant, Stabilize, Plateau

Fluctuation: Vary, Oscillate, Show volatility

Examples:

- *The number of online users surged dramatically in 2020.*
- *Unemployment rates remained constant between 2015 and 2017.*
- *Sales figures fluctuated significantly throughout the year.*

2. **Vocabulary for Comparisons:**

Similarities: Identical, Comparable, Equally, Similarly

Differences: Contrasting, Disparity, On the other hand, In comparison

Examples:

- *The figures for urban and rural areas were comparable in 2022.*
- *By contrast, the literacy rate in Country A was significantly higher than in Country B.*

3. **Vocabulary for Proportions and Numbers:**

Fractions: One-third, Half, A quarter

Percentages: 10%, A tenth, A significant proportion

Generalizations: The majority, A minority, A considerable number

Examples:

Over half of the population preferred online shopping.

A minority of respondents disagreed with the proposal.

Vocabulary for Presenting Arguments (Task 2)

Task 2 requires precise language for presenting ideas, supporting arguments, and addressing counter arguments.

1. Vocabulary for Expressing Opinions:

- **Personal Stance:** I believe, It is my opinion that, From my perspective
- **General Beliefs:** It is widely believed, Many argue that, A common perception is

Examples:

From my perspective, implementing stricter environmental regulations is essential.

It is widely believed that education is the foundation of a prosperous society.

2. Vocabulary for Supporting Arguments:

Adding Information: Furthermore, Moreover, In addition

Emphasizing: Significantly, Importantly, It should be noted that

Examples:

- *Moreover, renewable energy reduces long-term costs.*
- *Significantly, early childhood education shapes future success.*

3. Vocabulary for Counterarguments:

- **Contrasting Ideas:** However, On the other hand, Nevertheless
- **Conceding a Point:** Although, While it is true that, Despite this

Examples:

- *While it is true that tourism boosts the economy, it can also harm local cultures.*
- *Nevertheless, the benefits of technological advancement outweigh its drawbacks.*

4. Vocabulary for Cause and Effect:

Cause: Because, Due to, As a result of

Effect: Therefore, Consequently, This leads to

Examples:

- *Due to rapid urbanization, housing prices have skyrocketed.*
- *As a result, many young adults are unable to afford homes.*

Examples of High-Scoring Vocabulary in Use

Sample Question:

“Some people argue that technological advancements are causing a decline in traditional skills. Do you agree or disagree?”

Sample Answer:

Technological advancements have undeniably transformed modern society. On the one hand, these innovations have enhanced efficiency and convenience. For instance, the widespread use of smartphones has revolutionized communication and access to information. However, this progress has led to a gradual decline in traditional skills such as letter writing and manual craftsmanship. Consequently, many fear that cultural heritage may be lost. While this concern is valid, it is important to note that technology also provides opportunities to preserve and teach traditional skills through digital platforms. Thus, I believe that the benefits of technology far outweigh its drawbacks.

Practice Exercises for Grammar and Vocabulary

I want to share with you practical exercises to help you master advanced vocabulary and grammar structures. Here you'll also find model sentences that show how to incorporate these skills naturally in IELTS Writing tasks.

1. Vocabulary Practice: Synonyms and Formal Alternatives

Rewrite the following sentences using more formal or advanced vocabulary.

1. A lot of students don't know how to organize their essays.
2. Many people think social media is bad for teenagers.
3. Kids should learn good habits at an early age.

4. The government needs to do something about the big problem of unemployment.

5. Technology is changing the way we get information.

Answers:

1. A significant number of students struggle with essay organization.

2. A considerable portion of the population believes that social media negatively impacts teenagers.

3. Children should develop positive habits from an early age.

4. The government must address the substantial issue of unemployment.

5. Technological advancements are transforming how we access information.

2. Sentence Variety Practice: Combine and Expand Sentences

Combine the following sentences to create compound-complex sentences:

1. Many people enjoy online shopping. It is convenient. It is not always environmentally friendly.

2. Social media helps people stay connected. It can lead to privacy issues.

3. Education is important. It helps individuals succeed. It can also reduce social inequality.

Answers:

1. While many people enjoy online shopping because of its convenience, it is not always environmentally friendly.

2. Social media helps people stay connected, but it can also lead to privacy issues, which are a growing concern.

3. Education is important as it not only helps individuals succeed but also reduces social inequality in society.

3. Fill in the Blanks with Appropriate Articles or Vocabulary

1. _____ internet has revolutionized how we communicate globally. (a/an/the)

2. The introduction of _____ policies will significantly improve urban development. (better, improved, advanced)

3. Renewable energy sources, _____ solar and wind power, are essential for a sustainable future. (for example, such as, like)

Answers:

1. The internet has revolutionized how we communicate globally.

2. The introduction of improved policies will significantly improve urban development.

3. Renewable energy sources, such as solar and wind power, are essential for a sustainable future.

4. Grammar Focus: Conditional Sentences

Write sentences using the following conditional structures:

1. First conditional: If governments invest in renewable energy, _____.

2. Second conditional: If I were the Minister of Education, _____.

3. Third conditional: If people had recycled more in the past, _____.

Answers:

1. If governments invest in renewable energy, they will reduce dependency on fossil fuels.

2. If I were the Minister of Education, I would implement free education for all children.

3. If people had recycled more in the past, environmental pollution could have been significantly reduced.

5. Model Sentences with Advanced Grammar and Vocabulary

Below are examples of how to incorporate advanced structures into IELTS Writing:

1. **Complex Sentence with Conditionals:**

If policymakers prioritized education, the literacy rate would improve significantly, leading to a more skilled workforce.

2. **Using Passive Voice:**

The proposal to increase funding for public transport has been widely supported by environmentalists.

3. **Advanced Linking Devices:**

Although some argue that automation reduces employment opportunities, it is undeniable that it enhances productivity and efficiency.

4. **Precise Vocabulary for Arguments:**

One notable advantage of remote work is the reduction in commuting time, which consequently leads to increased productivity.

6. Essay Practice: Incorporating Advanced Grammar and Vocabulary

Write a paragraph in response to the following prompt:

“Some people believe that urbanization has improved the quality of life in cities, while others argue that it has caused more problems. Discuss both views and give your opinion.”

Model Answer:

Urbanization has undoubtedly brought significant improvements to the quality of life in cities, such as better infrastructure and access to healthcare. **For example**, the construction of modern transportation systems has reduced travel time, enhancing convenience for residents. **However**, rapid urbanization has also led to pressing issues, including overcrowding and environmental degradation. **For instance**, in many metropolitan areas, the demand for housing has outpaced supply, resulting in unaffordable living conditions for many individuals. **In my opinion**, while urbanization offers numerous benefits, its adverse effects must be addressed through sustainable planning and policy implementation.

By consistently practicing these exercises and analyzing model sentences, you'll be able to improve your grammatical accuracy, expand your vocabulary, and develop the precision and variety needed for a high band score in IELTS Writing.

Chapter 6

Polishing and Perfecting Your Writing

To achieve a high band score in the IELTS Writing test, self-review is a critical skill. This section outlines effective strategies for editing your work, identifying common mistakes, and improving the clarity and conciseness of your writing.

Editing for Grammar, Spelling, and Punctuation

Effective editing ensures your essay is polished and free of errors. Use these steps:

1. Check Grammar:

- Look for subject-verb agreement errors (e.g., He go → He goes).
- Ensure correct use of tenses (e.g., I seen → I saw).
- Verify article usage (e.g., a honest man → an honest man).

2. Review Spelling:

Use spell-check tools, but also manually scan for homophones (e.g., there vs. their).

Pay attention to commonly misspelled words (e.g., accomodate → accommodate).

3. Fix Punctuation Errors:

Ensure proper use of commas, particularly after linking words (e.g., However, the results...).

Check for missing periods or misplaced apostrophes (e.g., its vs. it's).

Identifying and Correcting Common Mistakes

1. Run-On Sentences and Fragments:

- **Error:**
Some people prefer urban living, however, it has its downsides.
- **Correction:**

Some people prefer urban living; however, it has its downsides.

2. Repetition of Ideas or Words:

- **Error:**

The main advantage of this method is that it is effective. This method is very effective because it works well.

- **Correction:**

The main advantage of this method is its proven effectiveness.

3. Improper Word Choice:

- **Error:**

The effects of pollution are very big.

- **Correction:**

The effects of pollution are significant.

4. Unnecessary Words:

- **Error:**

In my opinion, I think the government should improve public transport.

- **Correction:**

I think the government should improve public transport.

Tips for Improving Clarity and Conciseness

1. Avoid Wordiness:

- **Wordy Sentence:**

It is important to note that the main reason for this issue is due to the fact that many people are not aware of the situation.

- **Concise Version:**

The main reason for this issue is public unawareness.

2. **Be Specific:**

- **Vague Sentence:**

A lot of people like this idea.

- **Specific Version:**

A significant number of residents support this proposal.

3. **Use Simple Language Where Possible:**

- **Complicated Sentence:**

The augmentation of urban populations has culminated in detrimental ramifications.

- **Simplified Version:**

Growing urban populations have led to serious problems.

Practical Checklist for Self-Review

Use this checklist before submitting your writing:

1. **Grammar and Syntax**

- Are all sentences grammatically correct?
- Have you varied your sentence structures?

2. Vocabulary

- Have you used precise and formal vocabulary?
- Have you avoided repetition and overuse of basic words?

3. Coherence and Cohesion

- Are your ideas logically connected?
- Have you used linking words effectively?

4. Word Count

- Does your essay meet the minimum word requirement (150 for Task 1, 250 for Task 2)?

5. Spelling and Punctuation

- Are all words spelled correctly?
- Is punctuation used properly (e.g., commas, apostrophes, and periods)?

Final Checklist for High-Band Writing

Let me show you a step-by-step checklist to help you review your work effectively. Use this guide to ensure your writing meets the IELTS band descriptors for **Task Achievement, Coherence and Cohesion, Lexical Resource,** and **Grammatical Range and Accuracy.**

For Both Task 1 and Task 2

Step 1: Address the Task Requirements

Did you answer all parts of the question?

Task 1: Have you summarized the main trends, compared data, or covered all bullet points?

Task 2: Have you addressed all parts of the essay prompt? (e.g., discussed both views, provided a solution, or answered both questions.)

Is your writing clear, logical, and easy to follow?

Step 2: Check Word Count

Task 1: Have you written at least **150 words**?

Task 2: Have you written at least **250 words**?

Avoid padding or adding irrelevant information just to increase word count.

Task Achievement (Band 7-9 Goals)

Is the **purpose** of your writing clear and well-developed?

Task 1: Have you identified key trends, changes, or comparisons? Avoid listing every detail.

Task 2: Have you provided clear ideas, examples, and explanations to support your argument?

Is there a clear and relevant **overview** (Task 1) or **thesis statement** (Task 2)?

Are your **examples specific and appropriate**?

Coherence and Cohesion (Band 7-9 Goals)

Does your essay have a **logical structure**?

Task 1: Is the information grouped logically (e.g., overview, main details)?

Task 2: Do you have clear paragraphs for the introduction, body, and conclusion?

Are paragraphs **linked smoothly** with cohesive devices?

Examples: *However, On the other hand, In addition, As a result*

Have you avoided overusing the same linking words?

Lexical Resource (Band 7-9 Goals)

Is your vocabulary varied and precise?

Avoid repetition (e.g., instead of "important," use "crucial" or "vital").

Use topic-specific vocabulary (e.g., *fluctuation, significant rise, adverse effects*).

Have you avoided informal language or clichés?

Examples: Don't use a lot of; instead, use a *considerable number of*.

Have you checked for spelling errors?

Grammatical Range and Accuracy (Band 7-9 Goals)

Have you used a variety of sentence structures?

Include simple, compound, and complex sentences.

Examples:

The chart shows a rise in sales over five years. (Simple)

Sales increased significantly, but profits remained stable. (Compound)

Although sales increased, profits stayed the same due to high expenses. (Complex)

Are your tenses consistent and appropriate for the task?

Task 1: Past, present, or future depending on the data.

Task 2: Present tense for arguments or general ideas.

Have you avoided common grammar mistakes?

Subject-verb agreement (*The data shows* → Correct; *The data show* → Incorrect in IELTS).

Incorrect use of articles (*a issue* → *an issue*).

Final Steps Before Submission

1. Re-read Your Writing:

Check for flow, clarity, and coherence. Does it make sense to a reader?

Task 1: Does the overview provide a clear summary of the main trends?

Task 2: Does your conclusion restate your main argument or opinion?

2. Proofread for Errors:

- Grammar
- Spelling
- Punctuation

3. **Ask Yourself These Key Questions:**

- Is your response relevant to the task?
- Is it formal and academic in tone?
- Have you demonstrated a range of vocabulary and grammar?

Sample Final Checklist

Use this quick reference before submission:

1. **Content:** Have you addressed all parts of the question?
2. **Structure:** Is your essay well-organized and cohesive?
3. **Word Count:** Have you written enough without unnecessary repetition?
4. **Grammar:** Are your sentences varied and error-free?

5. **Vocabulary:** Is your word choice precise, formal, and varied?

6. **Proofreading:** Have you checked for spelling, punctuation, and clarity?

By following this final checklist, you'll ensure that your writing is polished and meets the requirements for a high band score.

Common Pitfalls and How to Avoid Them

To achieve a high band score in the IELTS Writing module, it's crucial to avoid common mistakes that candidates often make. Here, I'll highlight frequent issues related to coherence, grammar, timing, and vocabulary and provide practical strategies to address them.

1. Common Issues in Coherence

Problem: Lack of logical flow between ideas.

Example: The chart shows the unemployment rate in different regions. Many people are looking for jobs because they want to improve their lives.

Why it's an issue: The second sentence lacks a direct link to the first, making the writing appear disjointed.

Solution: Use cohesive devices to connect ideas clearly.

Revised Example: The chart shows the unemployment rate in different regions. This indicates that many people are seeking jobs to improve their lives.

Tips to Avoid Issues:

- Group similar ideas into one paragraph.
- Use linking words sparingly and appropriately (e.g., *Moreover*, *As a result*, *Conversely*).
- Ensure your conclusion ties back to your introduction without introducing new ideas.

2. Common Issues in Grammar

Problem: Subject-verb agreement errors.

- **Example:** The number of students are increasing.
- **Why it's an issue:** The number is singular, so the verb should be is.

Solution: Double-check the subject and verb in each sentence.

- **Revised Example:** The number of students is increasing.

Problem: Incorrect use of tenses.

- **Example:** The graph shows that sales will increase last year.
- **Why it's an issue:** Mixed tenses confuse the reader.

Solution: Match your tense to the data or argument.

- **Revised Example:** The graph shows that sales increased last year.

Tips to Avoid Issues:

- Use present tense for current data (The chart shows), past tense for past data (Sales increased), and future tense for predictions (Sales will rise).

- Include a mix of simple, compound, and complex sentences.

3. Common Issues in Timing

Problem: Spending too much time on one task.

- **Example:** Writing 25 minutes on Task 1 and only 35 minutes on Task 2.
- **Why it's an issue:** Task 2 is worth more marks, so it deserves more time.

Solution: Stick to a strict time management plan.

- Allocate 20 minutes to Task 1 and 40 minutes to Task 2.
- Reserve the last 2-5 minutes for proofreading.

Problem: Overwriting.

Example: Writing 300+ words for Task 2.

Why it's an issue: Excessive writing increases the chances of errors and makes proofreading harder.

Solution: Aim for clarity and conciseness.

Task 1: Write between **150-180 words**.

Task 2: Write between **250-280 words**.

4. Common Issues in Vocabulary

Problem: Repetition of basic words.

- **Example:** The chart shows an increase. The increase is significant. This increase...
- **Why it's an issue:** Repetition reduces lexical resources and creativity.

Solution: Use synonyms and paraphrasing.

- **Revised Example:** *The chart illustrates a rise. The growth is significant. This upward trend...*

Problem: Misusing formal or informal words.

- **Example:** The trend is pretty clear.
- **Why it's an issue:** Pretty is too informal for IELTS.

Solution: Replace informal words with formal equivalents.

- **Revised Example:** The trend is quite clear.

Tips to Avoid Issues:

- Avoid clichés (e.g., *at the end of the day*).
- Use collocations appropriately (e.g., significant impact, strong evidence).

Chapter 8

Exam Day Strategies and After-Exam Guidance

The final week before your IELTS exam is crucial for consolidating your knowledge and boosting your confidence. In this part of the book, I want to offer practical strategies to help you maximize your preparation and minimize stress in the days leading up to the test.

Last-Minute Revision Tips

1. Review High-Impact Areas

Focus on the most important aspects of IELTS Writing:

- **Task Achievement:** Review the structures for Task 1 (Academic and General) and Task 2 essay types.
- **Coherence and Cohesion:** Practice linking ideas effectively using cohesive devices.
- **Grammar and Vocabulary:** Revisit common grammatical structures, formal language, and topic-specific vocabulary.

2. Revisit Model Answers and Notes

- Go through high-quality sample essays and reports to reinforce good writing practices.
- Identify phrases or sentence structures you can adapt in your exam.

3. Simulate Timed Writing Tasks

- Set aside time to write at least one Task 1 and one Task 2 under exam conditions every day.
- Focus on completing each task within the given time limit (20 minutes for Task 1 and 40 minutes for Task 2).

4. Analyze Your Mistakes

- Review your recent practice essays and identify recurring mistakes in grammar, vocabulary, or structure.
- Create a checklist of these errors to remind yourself of what to avoid during the exam.

5. Plan for All Question Types

- For Task 1, ensure you can handle graphs, charts, tables, and letters.
- For Task 2, practice responding to opinion, discussion, problem-solution, advantages-disadvantages, and direct question essays.

Exercises for Building Confidence

1. Quick Planning Drills

- Pick random Task 1 and Task 2 questions and spend 5 minutes outlining your response.
- Focus on organizing your ideas logically.

2. Vocabulary Practice

- Write 5-10 sentences using advanced vocabulary for common IELTS topics like education, environment, or technology.
- Challenge yourself to use synonyms and precise expressions.

3. Grammar Accuracy Check

- Write 5 sentences in different grammatical structures (e.g., conditional sentences, passive voice, and complex clauses).
- Review each sentence to ensure it is error-free.

4. Cohesive Devices Review

- Write short paragraphs on different topics, incorporating cohesive devices such as however, furthermore, as a result, and in contrast.
- Focus on making the connections between ideas seamless.

5. Timed Mock Tests

- Dedicate one day to a full writing mock test under exam conditions.
- Practice writing both Task 1 and Task 2 without interruptions and review your work afterward.

Mindset and Motivation

1. Visualize Success

Imagine yourself writing confidently and completing both tasks within the time limit as often as possible. While at it, remind yourself of the hard work you've put into preparing.

2. Take Care of Yourself

Ensure you get enough sleep, eat nutritious meals, and stay hydrated during the final week. Above all, avoid cramming the night before the exam—it's better to rest and stay calm.

3. Stay Positive/Optimistic

Focus on your progress rather than your weaknesses. Remember that consistent practice will pay off on exam day.

Strategies for Exam Day

The day of your IELTS Writing test is your opportunity to showcase your preparation. Very quickly, I'll share some actionable strategies to help you manage time effectively, stay calm, and write your best responses under exam conditions.

Managing Time Effectively

1. Understand the Time Allocation

Task 1: Spend 20 minutes writing your report or letter.

Task 2: Dedicate 40 minutes to your essay. Since Task 2 contributes more to your score, prioritize it if time becomes tight.

2. Stick to a Writing Plan

Task 1: Your plans for the IELTS writing task should be as follows

- 2-3 minutes: Analyze the question and plan your structure.
- 15 minutes: Write your response (intro, body, conclusion).
- 2 minutes: Review your work for errors.

Task 2: While your plan for the task 2 should be as follows

- 5 minutes: Plan your essay (generate ideas and outline).
- 30 minutes: Write your essay (intro, body paragraphs, conclusion).
- 5 minutes: Proofread your essay for grammar, spelling, and structure.

3. **Avoid Overthinking**

If you get stuck on an idea, move on and revisit it later. Moreover, keep your writing concise and to the point—don't waste time on overly complex sentences or unnecessary details.

4. **Keep Track of Time**

Bring a wristwatch or use the timer provided in the exam hall. Do ensure you glance at the clock periodically to ensure you're on track without fixating on it.

Staying Calm and Focused Under Pressure

1. **Arrive Prepared**

Ensure you have everything you need (ID, stationery, etc.) well in advance, and do well to arrive early at the exam center to avoid last-minute stress.

2. Calm Your Mind

Practice deep breathing techniques to calm yourself before the test starts. That way, you'd reduce anxiety. In addition, avoid discussing the exam with other candidates—it can increase nervousness.

3. Focus on the Task at Hand

Concentrate on understanding the question thoroughly before you start writing. More so, ensure you keep your attention on your paper or computer and avoid distractions in the room.

4. Don't Panic Over Difficult Questions

If a Task 1 graph or Task 2 essay question seems challenging, break it down into smaller parts. Don't forget that you're graded on how well you address the question, not on your opinion or expertise on the topic.

5. Write Continuously

Avoid pausing for too long. Keep writing even if your ideas are not perfect—polishing can come during the review phase.

On-the-Spot Tips

For Task 1:

- Highlight key data points or underline important parts of the question.

- Focus on summarizing information logically without analyzing too deeply.

For Task 2:

- Use your brainstorming notes to guide your essay.
- Ensure each paragraph flows logically to the next using cohesive devices.

Proofreading:

- Look for spelling errors, grammatical mistakes, and awkward phrasing.
- Pay special attention to subject-verb agreement and article usage.

After the Exam

The IELTS exam doesn't end when you put down your pen. Understanding your results and reflecting on your performance are crucial steps, whether you're satisfied with your score or planning to retake the test. I want to show you how to interpret your score, gain insights into improvement areas, and take the next steps effectively.

Understanding Your Score

1. Band Descriptors for Writing

Your writing score is based on four criteria:

- **Task Achievement/Response:** How well you addressed the task and fulfilled the requirements.
- **Coherence and Cohesion:** The logical flow and organization of your ideas.
- **Lexical Resource:** Your use of vocabulary, including range and accuracy.

- **Grammatical Range and Accuracy:** Variety and correctness of grammatical structures.

Each criterion contributes 25% to your overall Writing band score.

2. Score Breakdown

- Scores range from Band 0 (no attempt) to Band 9 (expert user).

For example, a Band 7 in Writing means you “address all parts of the task,” use a “wide range of vocabulary,” and maintain “good control of grammar,” with “minor errors” that don’t impede understanding.

3. Accessing Your Results

Results are typically available 13 days after the paper-based test or 3-5 days after the computer-based test. Afterward, you can view your score online or receive a printed Test Report Form (TRF).

Feedback on Improvement Areas if Retaking the Test

If your score isn’t what you hoped for, don’t lose heart—this is a chance to identify weaknesses and work on them.

1. Identify Weaknesses

Use your score report to understand which part of the Writing module needs improvement (e.g., coherence, vocabulary, grammar). And if available, ask for feedback from a tutor or expert to pinpoint specific areas to focus on.

2. Reflect on Your Exam Experience

Did you manage your time effectively? Were you clear on the task requirements for both Task 1 and Task 2? Did anxiety or fatigue affect your performance?

3. Plan for Improvement

- **Task 1:** Practice summarizing data concisely and focus on identifying trends or key features.
- **Task 2:** Work on developing and organizing ideas logically while avoiding repetition.

Afterwards, go on to review high-scoring model answers to learn how to meet the band descriptors.

4. Retake Preparation Strategy

Use your knowledge gaps to create a focused study plan. Then practice under timed conditions to build confidence and improve speed. Finally, if within your means, consider enrolling in an IELTS preparation course or working with a tutor for personalized guidance.

5. Consider an Enquiry on Results (EOR)

If you're confident your performance was better than your score suggests, you can request a re-evaluation of your Writing test through the Enquiry on Results (EOR) service. Keep in mind that scores can increase, or remain the same, and this process involves a fee. However, if you get a change of score (i.e. increase in band score) at the end of the re-evaluation, you will be getting a refund.

Staying Motivated

1. Celebrate Small Wins

Even if you need to retake the test, acknowledge the effort you've put into preparing and the progress you've made so far.

2. **Set Clear Goals**

Define your target band score and create a realistic timeline for achieving it.

3. **Learn from the Experience**

Every exam, whether successful or not, is a valuable learning opportunity. Use it to strengthen your skills and boost your confidence for the next attempt.

Conclusion

A Note of Thanks

Congratulations on reaching the final pages of Comprehensive Guide for Dummies—Writing Module!

First and foremost, I want to thank you for trusting this book to guide you through one of the most challenging parts of the IELTS exam. Writing isn't just about putting words on paper—it's about clarity, structure, and purpose. If you've come this far, you've demonstrated not only a commitment to improving your skills but also a determination to succeed.

Remember, the journey to mastering IELTS writing doesn't end here. Keep practicing, revisiting the strategies in this book, and using the templates and resources provided. With persistence and the right approach, I'm confident you'll achieve your target band score—and maybe even exceed it!

Continue Your IELTS Journey

If you found this guide helpful, don't stop here. I've written several other ebooks to support you in every aspect of the IELTS exam:

[Comprehensive Guide for Dummies—Reading Module](#)

[Comprehensive Guide for Dummies—Listening Module](#)

[Comprehensive Guide for Dummies—Speaking Module](#)

These books are designed in the same approachable style to ensure that even the most complex topics feel simple and manageable.

Additional Resources to Boost Your Score

To further enhance your IELTS preparation, make sure to grab these must-have resources:

1. Model Essays, Reports, and Letters for IELTS Writing Success

A treasure trove of high-scoring responses to help you refine your writing skills.

2. Cracking the Grammar Code

A comprehensive guide to mastering grammar for IELTS and beyond.

Both resources are packed with examples, practical tips, and exercises to make your preparation even more effective.

A Final Word

Your IELTS journey is not just about passing an exam—it's about opening doors to a world of opportunities. Whether it's for academic, professional, or immigration purposes, achieving a high IELTS score can transform your future.

Thank you once again for choosing this guide as your companion. I wish you all the best in your IELTS preparation and beyond. Remember, with the right mindset and resources, there's nothing you can't achieve!

Here's to your success!

Warm regards,
Instructor Daniel
Author & IELTS Mentor