



IELTS

Writing Task 1

THE ESSENTIAL GUIDE

CRITERIA

General

- 20 mins
- A letter : Formal, informal, semi-formal
- 150 words

Academic

- 20 mins
- Describe a diagram.
- 150 words

Types of Writing Task 1

General

- Complaints (usually formal)
- Invitations (usually personal or semi-formal)
- Applications or resignations (usually formal)
- Request (any style common)
- Making arrangements (often formal)
- Explanation (sometimes semi-formal or personal)
- Informative (often personal / semi-formal / formal)
- Apology (could be any style)

Academic

- Maps
- Pie chart
- Bar chart
- Line graph
- Table
- Process / Method
- Combined diagram

IELTS TASK 1 Writing band descriptors (public version)

Band	Task Achievement	Coherence and Cohesion	Lexical Resource	Grammatical Range and Accuracy
9	<ul style="list-style-type: none"> fully satisfies all the requirements of the task clearly presents a fully developed response 	<ul style="list-style-type: none"> uses cohesion in such a way that it attracts no attention skilfully manages paragraphing 	<ul style="list-style-type: none"> uses a wide range of vocabulary with very natural and sophisticated control of lexical features; rare minor errors occur only as 'slips' 	<ul style="list-style-type: none"> uses a wide range of structures with full flexibility and accuracy; rare minor errors occur only as 'slips'
8	<ul style="list-style-type: none"> covers all requirements of the task sufficiently presents, highlights and illustrates key features/bullet points clearly and appropriately 	<ul style="list-style-type: none"> sequences information and ideas logically manages all aspects of cohesion well uses paragraphing sufficiently and appropriately 	<ul style="list-style-type: none"> uses a wide range of vocabulary fluently and flexibly to convey precise meanings skilfully uses uncommon lexical items but there may be occasional inaccuracies in word choice and collocation produces rare errors in spelling and/or word formation 	<ul style="list-style-type: none"> uses a wide range of structures the majority of sentences are error-free makes only very occasional errors or inappropriacies
7	<ul style="list-style-type: none"> covers the requirements of the task (Academic) presents a clear overview of main trends, differences or stages (General Training) presents a clear purpose, with the tone consistent and appropriate clearly presents and highlights key features/bullet points but could be more fully extended 	<ul style="list-style-type: none"> logically organises information and ideas; there is clear progression throughout uses a range of cohesive devices appropriately although there may be some under-/over-use 	<ul style="list-style-type: none"> uses a sufficient range of vocabulary to allow some flexibility and precision uses less common lexical items with some awareness of style and collocation may produce occasional errors in word choice, spelling and/or word formation 	<ul style="list-style-type: none"> uses a variety of complex structures produces frequent error-free sentences has good control of grammar and punctuation but may make a few errors
6	<ul style="list-style-type: none"> addresses the requirements of the task (Academic) presents an overview with information appropriately selected (General Training) presents a purpose that is generally clear; there may be inconsistencies in tone presents and adequately highlights key features/bullet points but details may be irrelevant, inappropriate or inaccurate 	<ul style="list-style-type: none"> arranges information and ideas coherently and there is a clear overall progression uses cohesive devices effectively, but cohesion within and/or between sentences may be faulty or mechanical may not always use referencing clearly or appropriately 	<ul style="list-style-type: none"> uses an adequate range of vocabulary for the task attempts to use less common vocabulary but with some inaccuracy makes some errors in spelling and/or word formation, but they do not impede communication 	<ul style="list-style-type: none"> uses a mix of simple and complex sentence forms makes some errors in grammar and punctuation but they rarely reduce communication

Format for Writing Task 1

General

- Title
- Opening statement – reason for writing
- Body Paragraph A (1 point with details)
- Body Paragraph B (1 more point with details)
- Body Paragraph C (final point with details)
- Closing statement
- Signing off
- Name

Academic

- Introduction + Overview
- Body Paragraph A
- Body Paragraph B

WRITING TASK 1

You should spend about 20 minutes on this task.

You have seen an advertisement in an Australian magazine for someone to live with a family for six months and look after their six-year-old child.

Write a letter to the parents. In your letter

- *explain why you would like the job*
- *give details of why you would be a suitable person to employ*
- *say how you would spend your free time while you are in Australia*

Write at least 150 words.

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

Begin your letter as follows:

Dear Sir or Madam,

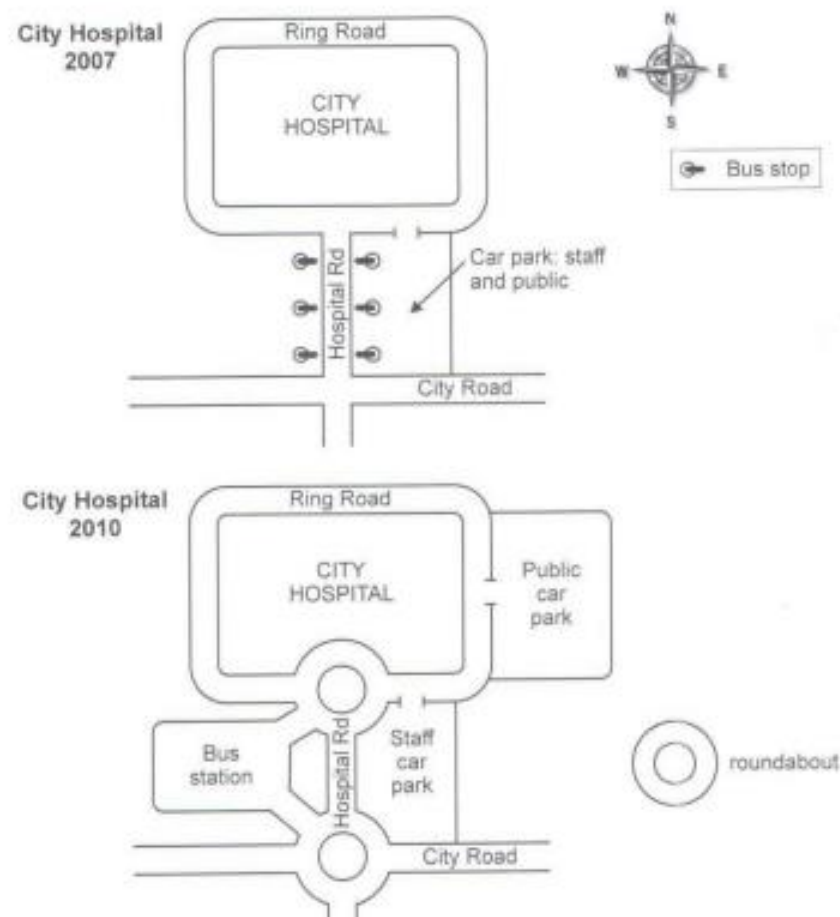
WRITING TASK 1

You should spend about 20 minutes on this task.

The two maps below show road access to a city hospital in 2007 and in 2010.

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

Write at least 150 words. *FB.com/LouisQuangVo*



INTRODUCTION

General

- I am writing this letter with regards to...
- It has been so long since we last spoke...

e.g.

Dear Mr. and Mrs. Johnson,

I am writing this letter with regards to an advertisement that I came across in a magazine to look after your 6-year old child. I would like to be considered for this position as I think I'm a suitable candidate for this.

Academic

- This _____ illustrates the _____ between _____ in the year _____.

e.g.

The two maps illustrate the road access to a city hospital in the year 2007 and 2010 respectively.

The two diagrams compare the road access to a city hospital in the year 2007 and 2010 respectively.

OVERVIEW & BODY PARAGRAPHS

General

Body Paragraph A

- Explain why you would like the job

e.g.

I have had two years of experience working with an American family, unfortunately they will be leaving UK and going home next month.

Academic

- Overview

Give the overall overview of the two maps

Word choice: Overall, In general, Generally speaking

e.g.

Overall, there is a number of significant changes made to access the hospital which include some new features and an upgrade to the already existing ones from the year 2007.

General

Body Paragraph B

- Give details of why you would be a suitable person to employ

e.g.

In addition to my current experience, I am also a graduate of Early Childhood Education and have learnt about children and their behavior during my practicum of one year. Since it is my passion, I don't only take care of the child's wellbeing, but keep them occupied by doing educational and fun activities as well.

Academic

Body Paragraph A

- Give information about the significant features
- Be selective. DON'T write about minor details.

e.g.

Firstly, the maps differ with the additional feature of a roundabout. The roundabout was built connecting City Road and Hospital Road that leads to the main building of City Hospital.

General

Body Paragraph B

- Say how you would spend your free time while you are in Australia

e.g.

As a person who enjoys travelling and seeing different cultures, moving to Australia for six months will allow me to do just that during my free time. I'm eager to see what the land down under has to offer.

Academic

Body Paragraph A & B

- Give information about the significant features

e.g.

Secondly, there are upgrades of some features that were already present in 2007. This includes a bus station where previously there were only bus stops on both sides of Hospital Road. Besides that, the car park was shared by both the public and staff, however, in 2010, this was made into two separate ones respectively for both employees and the public. The location of both car parks directly lead to City Hospital.

General

Closing Statement & Signing Off

- Give a positive note

e.g.

Thank you for the opportunity to apply for this job. I hope to hear from you soon. Please feel free to contact me if you require any further details.

Yours Sincerely,

Word Count: 193 words

Academic

No conclusion is needed for Writing Task 1

Word Count : 150 words

General

Checklist

- Does your essay have an Introduction?
- Have you written a planned response?
- Are all the points covered?
- Does it meet the word count?
- Are my ideas clear and easy to understand?
- Have I used proper linking devices?
- Does it have proper paragraphing?
- Is my grammar and spelling all checked?

Academic

Checklist

- Does your essay have an Introduction?
- Have you written a planned response?
- Have you written an overview and clear significant features?
- Did you support your ideas with data?
- Are my ideas clear and easy to understand?
- Have I used proper linking devices?
- Does it have proper paragraphing?
- Is my grammar and spelling all checked?