



IELTS WRITING CRASH COURSE

DR RIZWAN SAEED

Sketch of Writing Task 1 Academic

- 150 – 170 words(4 paragraphs)
- Types: Bar chart, line graph, Maps, diagram, Pie chart and Table
- 20 minutes
- Do not forget to plan and proof read your work!!!

Paragraph:1 Paraphrasing:

"In this paragraph, you have to rewrite the statement which is always given above the picture."

For example:

The maps illustrate the infrastructure of a hospital in the year 2004 and 2005.

- ❖ The bar chart gives information about
- ❖ The pie chart depicts that
- ❖ The line graph describes that

Note: Always mention the type of the chart

Paragraph:2

In paragraph two, you need to write an overall summary in just 3 lines. If the chart is data based, you can talk about the highest and lowest figure/percentage.

Examples:

1. For Table, pie chart, bar graph, line graph:

Overall, (talk about highest and lowest value) (numbers won't be discussed here)

2. For Maps:

Overall, the _____ has gone through several transformations in order to improve its outlook. (maps)

3. For any Diagram:

Overall, the process took around _____ steps to obtain the final product starting from.....and ending at.....

Note: Please do not write any numeric figure in the overview.

Paragraph:3

This certain paragraph is known as Feature 1. You have to explain the facts in detail and share half of the information in this paragraph and rest in the last paragraph which is known as Feature 2.

You can begin this paragraph as: It is quite evident from the bar chart that... (talk about comparisons and divide the information)

Paragraph:4

This is the last paragraph and you will share the rest of the information in this paragraph.

You will always start this paragraph by writing a linking word such as:

- ❖ Furthermore,
- ❖ Meanwhile,
- ❖ In addition to that,
- ❖ Additionally,

Note: Do not forget to use words like (however, moreover, while, whereas, in contrast, in comparison with, as compared to)

Vocabulary for trends:

- Increase: incline (the country faced an incline of 4%), Rose up (the figures rose upto 10%), Dramatic increase (the population of Canada experienced a dramatic increase in year 2019)
- Decrease: decline (the country faced a decline of 4%), reduced to (the figures reduced to 10%), Dramatic/significant decrease (the population of Canada experienced a dramatic decrease in year 2019) Dropped down
- Stable: (sustain), constant, remained same
- Variation: Fluctuation

Sketch of Writing Task 1 general.

in the IELTS assessment criteria, you can see the examiner checks to see if your letter contains the following features:

- Purpose of the letter is presented
-
-
- Tone of the letter is appropriate
-
- Bullet points are presented, highlighted and extended
-
- Format is appropriate – letter format

State the purpose

Start your letter by clearly stating why you are writing, the purpose. The reason for writing your letter needs to be clearly presented in the opening paragraph. Make sure the purpose of the letter is in direct response to the situation outlined in the question.

Example opening paragraphs with a clear purpose presented:

Formal letter

Dear Sir/Madam,

I am writing to express my dissatisfaction with a product I have purchased recently and to request a full refund.

Informal letter

Dear John,

I was so pleased to hear that you are planning on visiting my country, so I'm writing to give you some travel tips and advice before you book your trip.

Common IELTS General Training, Writing Task 1 situations may include:

Formal

Letter of complaint (e.g. personal, business, recent, experience, product)

Letter of request (e.g. refund, repair, advice, reservation)

Letter of enquiry (e.g. information request, booking)

Letter of recommendation (e.g. job, colleague)

Informal

Letter of invitation (e.g. party, dinner, celebration)

Letter of request (e.g. asking questions, asking for advice, asking for help)

Letter of thanks or appreciation

Letter of suggestion (e.g. suggesting

Use the right tone

Let's move on to the next feature in your letter that the examiner is looking for, the tone of your letter. The tone refers to the way in which you write the letter, formal or informal style. The instructions in the question will give you a clue.

Begin your letter as follows:

Dear Sir/ Formal: written to someone you do not know
Madam

A formal letter contains:

- Longer sentences that use passive language (be + past participle)
-
-
- Modals (e.g. The broken light needs to be fixed to ensure that the customers who use this facility have adequate visibility of their surroundings.)
- An informal letter is:
-
- Conversational
-
-

Can include contractions (e.g. can't) and more direct speech (e.g. Can you fix the light in the kitchen, so I don't have an accident?)

- The table shows some examples of formal and informal vocabulary and structures that you can use in your IELTS General Training Writing Task 1 response:

Formal vocabulary and structures	Informal vocabulary and structures
Request	Ask
Purchase	Buy
Could	Can
Would	Will
At your earliest convenience	When you are free
Respond	Write back/ reply
Cannot	Can't
Yours sincerely/ faithfully	Best wishes/ love
Futhermore	And/ also
Can I suggest	Can I tell you
As you described above	As I mentioned before

And finally, remember that the greeting and the closing salutation of an IELTS General Training, Writing Task 1 letter needs to match the style. For example:

Dear Sir/Madam -----> Yours faithfully

Dear John -----> Best wishes

Include bullet points presented in the question

When writing a letter as part of the IELTS General Training Writing Task 1, it is important to include the bullet points presented to you in the question.

The question in IELTS General Training Writing Task 1 will present you with:

- A situation
-
- Who to write the letter to
-
-
- What you must include in the letter (the bullet points).
-
- All three bullet points need to be presented. And remember that some bullet points contain more than one element. So, make sure to watch for 'and' and plurals.

Let's break down the following question.

An overseas friend wants to visit your country on holiday.

Write a letter to your friend. In your letter

- Recommend the best time of year to visit and why
-
- Describe the types of accommodation your friend could choose

- Say what you would like to show your friend in your country
- Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

Dear...

Look at the first bullet point and you will see it contains two elements. So, make sure you present both:

1. The best time of the year to visit
- 2.
3. Why it is the best time to visit
- 4.

Look at the second bullet point and you will see you will that you have to describe 'types' of accommodation. So, remember to watch for plurals.

3. First type of accommodation
4. Second type of accommodation

Example for the first bullet point, covering both elements (when and why):

Most people visit Brisbane in the summer months, but I think it's far too hot then. The best time to visit is between April and June, our autumn season. It's still sunny, but much cooler and not as humid as the summer.

Structure your letter

The final feature to look at in IELTS General Training, Writing Task 1 is the format of your letter. A letter needs

to be written using a proper format, including the following:

- A greeting (Dear sir/madam, Dear John, Dear Mr. Smith)
-
-
- The main body (consisting of paragraphs for each part of the letter)
-
-
- A closing (Yours sincerely, Yours faithfully, Best wishes, Kind regards, Love)
- In the instructions you are told - You do **NOT** need to write any addresses - so do not include them.

This is an example of an informal letter:

Dear Andrew

Opening salutation or greeting must be included for appropriate letter format.

I was pleased to hear that you're going to visit Brisbane, so I'm writing to give you some information to think about before you come.

State the purpose of the letter in the opening paragraph.

Most people travel to Brisbane in the summer months, but I think it's uncomfortably hot at that time of the

First bullet point presented and

year. Autumn is the best season, between April and June. It's still sunny, but much cooler than in summer. highlighted in a separate paragraph.

At the moment, all our bedrooms are full, so unfortunately, we can't put you up. However, there are some cheap places to stay, like Airbnb's, in our suburb. You could also stay in a serviced apartment in the city centre or on the Gold Coast. There are lots of specials online, so I'm sure you'll find somewhere affordable.

When you get here, let me be your tourist guide. I'll take you to Lone Pine Koala Sanctuary, where you can feed kangaroos and koalas. I can also drive you to the Gold Coast for a swim. To add excitement, we can visit the theme parks there too.

Looking forward to catching up

Best wishes

Laurel

Remember, to reach a higher band score for IELTS General Training Writing Task 1, - task achievement, you need to include each of these features in your letter.

- A clear purpose

Second bullet point presented and highlighted in a separate paragraph.

Third bullet point presented and highlighted in a separate paragraph.

Concluding letter (rounding off statement).

Closing salutation must be included for appropriate letter format.

Your name, to make the letter look realistic.

-
-
- Appropriate tone
-
-
- Present and highlight all the bullet points
-
-
- Appropriate format
-

Sketch of Writing Task 2

TYPES OF ESSAYS IN IELTS.

1.Sketch of Agree/Disagree

1 liner general statement. The prevailing view is that **Rephrase the Question**. Although criticisms have raised some disagreements; however, I completely agree with this statement Not only because **1st**, but also because of **Point 2**. This essay undertakes a critical analysis of the evidence underpinning my argument.

There are multiple factors behind **Topic**. Firstly, Explain 1st Point, as 1-Line Reason. To illustrate, 1Line Example. Thus, concluding line.

Secondly, apart from **1st Point**, Explain 2nd Point, as 1Line Reason. For instance, 1Line Example. Hence, concluding line

In conclusion, the above evidences made it vivid that, Write all points with opinion.
You can end it with a future sentence (years to come, foreseeable future)

2.Sketch of Problem/Solution

2 causes of the problem

2 solutions

1 line general statement. This discussion will delve into how **1st Cause** and **2nd Cause** are among the most significant causes of this issue, and how through **1st Solution** and **2nd**

Solution, this problem can be **curtailed. (resolved) (tackled)**.

There are multiple causes of **Topic**. Firstly, **1st Cause** Can be identified as the underlying origin of this issue as **1liner reason**.Take an example of **12 liner example**.Thus, **1st Cause** can be considered as the **fueling force** behind this issue.

Secondly, apart from **1st Cause, 2nd Cause** is also a major contributing factor in this menace, as **1liner reason**. For instance, **1liner example**. Hence, **2nd Cause** can be considered as the **breeding ground** of this concern.

However, there are certain viable measures, that can be taken to curb **Topic**. The primary solution I believe **would be 1st Solution**, as **1-liner reason**. Furthermore, **2d solution** can also be an effective solution, as **1liner reason**. Hence, even though **1st Cause** and **2nd Cause** are extremely widespread in numerous countries, I believe through **1st Solution** and **2nd Solution**, this problem can be tackled.

Summarise problems+solutions+end at a promising ending

3. Sketch of **Positive/negative development**

1-liner general statement Whereas some scholars have expressed skepticism, my analysis suggests that this aspect has pronounced benefits. only because of **1st Advantage**, but also because of **2ndadvantage**. This treatise undertakes a critical examination of the propensity for these advantages to preponderate over potential liabilities.

Empirical evidence highlights a multitude of advantages associated with **Topic**. irstly, **1t Advantage** can be considered as the leading benefit of this development, as **1-line reason**. To illustrate, **1-line example**. Thus, a comprehensive analysis suggests that this benefit possesses sufficient transformative potential to render the development unequivocally positive.

Secondly, apart from **1st Advantage**, **2nd advantage** can also be another major merit, as **1liner reason**. For instance, **1liner example**. Hence, **2d Advantage** can be labelled as the most significant advantage, giving this development a positive outlook

In conclusion, even though **Topic** might have some drawbacks too, I believe that the benefits it brings in terms of **1t Advantage** and **2nd Advantage** can make this development an overall positive one

4. Sketch of Discuss both views and give your opinion

1-Line General Statement A notable perspective holds that **Rephrase 1st Part**

With point Simultaneously, a divergent perspective maintains that **Rephrase 2nd Part with**

Point. This discussion will present a nuanced exploration of the argument, evaluating both sides

before arriving at an informed position.

Proponents of the first perspective argue that that **Explain point 1, as 1 line Reason.** To illustrate, 1-

Liner Example. Therefore, Concluding Line

By contrast, adherents of the alternative theoretical framework assert that **view consider that explain**

Part 2 of the Question, as 1-Liner Reason. For instance, **1-Liner Example.** Hence, **(Natural**

Concluding Line).

However, according to my perception, **(Your opinion).** Reason of your opinion+ conclusion

Ultimately, the evidence supports the argument that **rephrase your point of view+ futuristic promising**

line.

Sketch of 2 Advantages and 1 Disadvantage

One liner general statement +link In my opinion, this offers tremendous advantages that encompasses not only **advantage1** but also **advantage 2.** However, this perspective isn't universally held as many might disagree citing **disadvantage.** This essay will investigate the propensity of these substantial benefits to supersede inherent drawbacks.

An examination of the empirical evidence reveals a plethora of benefits arising from this development. A preliminary analysis highlights a crucial benefit associated with this development **advantage1+2 lines reason.** To illustrate, **1liner example.** Therefore, this benefit exhibits a significant positive offset, counterbalancing any limitations.

Furthermore, this development presents an auxiliary benefit, which is **2nd Advantage**, as **2 liner reason.** For instance, **1 liner example.** - Therefore, the positive impact of this advantage effectively obviates any significant shortcomings.

Nonetheless, a critical examination reveals a subtle yet notable limitation **Disadvantage.** **2liner reason+example.** But this problem can be more than compensated by **solution to disadvantage.** Conclusion.

To sum-up, I believe that the advantages of this development in terms of **1st advantage** and **2nd advantage** have the potential to outweigh any disadvantage

Idioms for IELTS	Meaning	Example Sentence
1. A Penny for Your Thoughts	Ask someone who is quiet about what's on their mind.	For several minutes they sat silently, then finally she looked at him and said, "A penny for your thoughts, Walter."
2. Against the Clock	Do something as fast as possible before a set time.	With her term paper due on Monday, she was racing against the clock to finish it.
3. Lend an Ear	Listen carefully and in a friendly way to someone.	If you have any problems, go to Claire. She'll always lend a sympathetic ear.
4. On Cloud Nine	Extremely happy; deliriously happy.	She just bought her first new car and she's on cloud nine.
5. Bushed	Tired.	I am totally bushed after staying up so late.
6. Hard Feelings	The emotion of being upset or offended.	I am sorry I have to fire you. No hard feelings, okay?
7. Hit the Hay	Go to bed.	It's 12 o'clock. I think it's time to hit the hay.
8. Be Sick to Death Of	To be bored and upset due to prolonged unpleasantness.	I'm sick to death of doing nothing but work. Let's go out tonight and have fun.
9. (Come) Rain or Shine	Regardless of any difficulties.	I will be on time for the class, rain or shine. Come rain or shine, she is always smiling.
10. Be All Ears	Eager and ready to listen.	I'm all ears, waiting to hear your latest excuse for not getting this job done!
11. In the Nick of Time	Just in time, very close to being too	I got to the drugstore just in the nick of time. It's a good thing because I really need this medicine!

	late.	
12. Fresh/Clean Out Of Something	Sold or used up the last of something.	I have to go buy some more milk. It seems we're fresh out now.
13. Have/Get Mixed Feelings About Something	Uncertain about something.	I have mixed feelings about my trip to England. I love the people, but the climate upsets me.
14. Give It One's Best Shot	Do the best that one can.	This test question is really tough! I'll give it my best shot, and I'll get some marks for doing my best.
15. In Deep Water	In difficulty or trouble; a dangerous situation.	He has not submitted his dissertation so he's in deep water.
16. Next to Nothing	To cost very little.	I went to the new discount store and bought these new shoes for only five dollars. That's next to nothing!
17. To Be Up in Arms About Something	Upset or angry about something.	She has been up in arms about the rent increase.
18. Put Yourself in Somebody's Shoes	Imagine being in someone else's position to understand their feelings.	If you put yourself in my shoes, you would understand why I made that decision.
19. At All Costs	Do everything possible to achieve something.	My dream is to become a successful businessman, and I will work hard for it at all costs.
20. Explore All Avenues	Investigate every possible means to find a solution.	We need to explore all avenues before making a decision that might affect a large number of people.
21. On the Ball	Active and aware of things.	Our staff is really on the ball to get projects done on time.

22. Throw in the Towel	Give up on something.	I've spent too much time on this project to throw in the towel now.
23. Down to Earth	Practical, realistic, back to reality.	It's time we were brought down to earth to figure out a difficult situation and offer a good solution.
24. Full of Beans	Lively, active, and healthy.	I really enjoy being with my best friend because he is always full of beans.
25. Get a Head Start	Start before others.	This year we'll get a head start on the competition by running more advertisements.
26. To Egg On	Encourage someone, often in an unintelligent way.	He continued rash driving while he was being egged on by his foolish friends.
27. To Bite the Bullet	Do something difficult that one is apprehensive about.	Since he was the breadwinner of the house, he had to bite the bullet and take that job.
28. By the Skin of One's Teeth	Barely; narrowly.	I was saved by my friend by the skin of my teeth from the rushing car.
29. To Sit on the Fence	Be indecisive about something.	He sat on the fence for a week and still couldn't come to any conclusion.
30. A Tooth for a Tooth	Punish someone for an offense they committed.	She deserved a tooth for a tooth, and I'm glad she got a good one.
31. To Nail on the Head	Find an exact solution to a problem.	All of them were drained and about to leave when Alexis came up with an idea that nailed it on the head.
32. The Last Straw	The final event that worsens a situation.	I was managing all the nuisance created by the students in the class until the interval bell rang as the last straw.
33. When Pigs Fly	Denoting something as	My mother thought I would study when pigs fly.

	impossible.	
34. Speak of the Devil	When someone appears after being mentioned.	Do you know that Chanthy won't be joining today? Oh, speak of the devil, and here she is.
35. Chip Off the Old Block	Resemble one's parents.	Their son was just a chip off the old block with blue eyes like his father and a smile that resembled his mother.

