

## IELTS WRITING

### Task 1 Describing a graph

(line graph, bar chart, pie chart, table, diagram, flow chart, plan, map, two graphs)

Write 150-170 words. Make 4 clear paragraphs (use gap line between them).

Para 1 Introduction. Say what the graph (never use 'below'!) illustrates/shows/depicts.

Para 2 The main feature(s). Start with 'overall'. Never give figures or years. Select maximum and minimum values.

Para 3-4 Give details. Comparisons are a must (except for diagrams and flow charts).

-No conclusion.

-No more than 2 linkers for one description (except for diagrams and flow charts)

-If there are no dates, use the present simple. If the data refers to the past, use the past simple. If the data refers to the past and future, add the present perfect. Replace the verbs you know (e.g. sent = delivered = transported) but do not change specific terms.

Remember how to write numbers and decimal fractions: 1,250,567; 34,560 & 1.5; 0.75; etc.

#### Tips for describing diagrams and flow charts

Para 1	1)The flow chart illustrates how plastic bottles are recycled <i>and/as well as</i> what products can be made of recycled plastic.
Para 2	1a) <b>Overall</b> , the <b>industrial</b> process consists of two stages, each of which can be divided into several steps. 1b) Overall, the industrial process consists of nine stages. + It is also possible (depending on the number of words) to use 2) The procedure is fully automated, except for the sorting of bottles which <i>is done by a human/involves a human's participation</i> .
Para 3	<b>Initially</b> , plastic bottles from dust bins are sent to a factory. There they are sorted and <b>compressed to form</b> plastic blocks. The blocks are crushed and turn into plastic pellets. After the pallets <b><i>have been made/after this has been done</i></b> , the waste is removed and plastic can be used as raw material for new products.
Para 4	The second stage starts with heating the plastic so as new products can be manufactured. The finished goods are (finally) sent to shops. Consumer goods made of recycled plastic range from new bottles and containers to pencils, shopping bags and even clothes.

**NB** The stages can be combined but not skipped. The process is either industrial or biological/natural.

#### Tips for describing one graph

Para 1	1)The line graph (bar chart, pie chart, table) illustrates <b><i>the dynamics of/the breakdown in/the differences</i></b> in the numbers of engineering graduates employed right after graduation in the UK. 2) The groups presented by the graph include those finding jobs in the government sector, private companies as well as freelance consultants and the unemployed.
Para 2	1) <b>Overall</b> , (the main feature presented by the graph is that) the proportion of graduates with an engineering degree employed by private companies is significantly higher than the share of graduates finding jobs in state-owned enterprises. + (if it makes sense) 2) The share of unemployed young professionals with an engineering degree is comparatively small.
Para 3	<b><i>Looking at the graph more closely/specifically</i></b> , the share of engineering graduates hired by privately-owned companies makes up 52%, which is nearly twice as <i>big/great</i> as the percentage of those employed in the government sector. The share of freelancers accounts for 18%, which makes up approximately a third of graduates employed in the private sector.
Para 4	The smallest group of engineering graduates is made up by those who do not find a work placement immediately after finishing their degree. The number of jobless graduates is about 20 percentage points smaller than that of privately employed specialists and nearly 13 and 10 percentage points less than the shares of graduates in the government sector and freelancers respectively.

## Task 2 Writing an essay. 250-270 words.

- An essay is far more important than a graph.
  - Read the question thoroughly. What type of essay is this?
  - Plan your arguments NOT according to your ideas but according to HOW MUCH you can say about the topic and the vocabulary you know.
  - Before making a conclusion, read your arguments again.
  - Check for mistakes starting from the END. If you check your work as it goes, you miss mistakes. Reading in the backward order you only pay attention to grammatical accuracy.
  - The type of an essay can be mixed but it never contains more than two questions.
  - In an opinion essay only speak about yourself. Actually, an essay must be impersonal.
  - Examples must be not from your experience but from people's experiences in general. There must be no more than 2 examples in one essay.
  - Examples must be detailed. Don't use: 'in some cities', or 'some countries', or even 'in my country'. Use: Most Russian psychologists claim ... According to statistics... According to a survey held in Russia... This has already been successfully implemented in the UK (or any country). Nobody will check the validity of information.
  - Forget about 'firstly' and 'secondly'. There must be NO MORE THAN 3 linkers in one essay.
  - Don't use 'you', better 'one'. Not 'you may fail to find a job...' but 'one might fail ...'
  - Prepare to use a variety of tense forms and grammatical structures where possible and relevant.
- a) Obesity **has become/is becoming** one of the major problems...
- b) **Not only does** overeating **cause** health problems **but it might** be the reason for emotional disorders.
- c) **What the government should do is introduce** art classes ...
- d) **If** teenagers **had** more opportunities to develop creativity, they **would feel** more confident ...
- Making a plan for your essay write some specific words/phrases to use.
  - The language must be formal: no contracted forms, no phrasal verbs, no 'kids', 'guys', 'lots of', 'cause'; no 'and/so/but/also' at the beginning of a sentence; no rhetoric questions.

### Structure

With some variations, the structure is the same. Use INVARIABLY 4 paragraphs.

Para 1 Paraphrase the task as far as possible, but not every word, and express your opinion or say what your essay is going to look at. (2-3 sentences) When paraphrasing, do it as if the examiner doesn't know the topic.

Para 2 Give a topic sentence (what the paragraph is going to be about). Support your idea(s)

Para 3 Give a topic sentence and develop your second idea or aspect. Support your idea(s)

Para 4 Give a conclusion, which is a brief summary of your essay (come back to your arguments) in other words.

### Types of essays and tips

1. Opinion essay More and more people are now travelling to other countries for a holiday. a) To what extent do you agree? b) How far do you agree? c) What is your opinion of this tendency? d) Is it a positive or negative development? Is it ethical or not? (or any direct question).

-Things can't be ethical or unethical at the same time. Choose to say yes or no – one opinion.

1	Going abroad has become more popular than ever these days. a) In my view, most holiday makers choose to go overseas because it is <i>exciting</i> and <i>rewarding</i> . b) I think this tendency is beneficial for <i>two reasons</i> .
2	<u>The first benefit</u> of travelling to other countries seems to be <b>a variety of impressions</b> you have in an unfamiliar world. <u>For example</u> , when people find themselves in an exotic country, they try ... <u>According to statistics</u> , the majority of tourists find European cultures <b>most interesting</b> . No matter what you are doing there, sightseeing, talking to local people, trying their national food or shopping, you will have unforgettable memories ... etc

3	The <u>other reason</u> for travelling/why people travel/why visiting foreign cultures is beneficial ... appears to be modern involvement in <b>multiculturalism</b> . Not only do we learn about the history and customs of other nations but we definitely become more tolerant of people of different races, sizes and shapes... etc
4	In conclusion, I strongly believe that spending time abroad is a <b>growing trend/provides great opportunities</b> to really <b>enjoy</b> a holiday marked by <b>novelty and variety of experiences</b> and <b>broaden one's horizons</b> through <b>delving into customs and traditions</b> of other cultures.

2. Balanced essay. More and more people are choosing to travel to other countries for a holiday. a) What are advantages and disadvantages of going abroad? b) Do advantages of going abroad outweigh disadvantages?

-Do not give your opinion. Choose between: a) 50 – 50 pluses and minuses (1-2 reasons for vs 1-2 reasons against and b) 60 – 40 (1-2 reasons for/against vs 1 reason for/against).

1	Paraphrase the task and say whether you see the same number or more pros and contras (2 sentences)
2	Give a <u>topic sentence</u> : The evident benefit(s) of travelling abroad is/are ... + support and 1 example
3	Give a <u>topic sentence</u> : The only/probable downside of going abroad ... + support and 1 example
4	Conclusion. Again your opinion and reasons. E.g. I strongly believe that a) there are both advantages and disadvantages of visiting foreign countries since you ... but ... b) going overseas brings more benefits than downsides since one can ..., even if there may be unpleasant experiences, such as ...

### Preparing arguments for essay topics

Topic: Parents should keep track of what their children do on the Internet.

<i>FOR</i>	<i>AGAINST</i>
1. Children often become Internet addicts; they spend too much time online when they should be studying. 2. The Internet is uncontrollable – there are a lot of indecent videos, distorted information and even dangerous sites (e.g. involving young people in cults, criminal organisations or fraud). 3. Following some links (especially, on networking sites) they can let criminals and frauds know the personal data/details of their parents, which is dangerous. 4. Spending time in the virtual world, children and teenagers often lose touch with reality, as well as their social skills; they get lost in individualistic activities and then find it difficult to communicate with people in real life situations. 5. Parents must limit the time their children spend online and find ways to block access to some sites or social networks.	1. It seems impossible to control the use of the Internet, because a lot of school assignments must be done with the help of the Internet. Pupils have to look for information on the Internet or make presentations. 2. Most parents work and can't control their children's activities all the time. Even if an access to some sites has been blocked on a home computer or laptop, children can use their friends' computers and smartphones. 3. Just forbidding children from using the Internet too much isn't efficient. Today's Internet users are advanced (often more experienced than their parents). It's much better to explain how to use the computer/smart phone and suggest alternative ways of finding information or communicating with people.

Topic: The Internet has brought a lot of problems into our lives.

FOR	AGAINST
<p>1. We spend too much time surfing the Net, when we should be working or studying.</p> <p>2. The Internet has made committing crimes easy. Hackers get access to secret files of state and private companies; frauds – to our personal data.</p> <p>3. The world web is uncontrollable: information isn't always reliable; there are indecent or dangerous sites.</p> <p>4. Virtual communication causes us to lose social skills. It's easy to choose an avatar, an image you like, and to deceive people. You don't often try to keep friends, you can switch off whenever you like.</p>	<p>1. The Internet is a great comfort to us. We can find any information without leaving home; work or study online; book a holiday or do the shopping.</p> <p>2. The Internet provides great opportunities of communicating with people from all over the world and finding a lot of friends or people with similar interests.</p> <p>3. Internet groups/communities are becoming more and more influential. People join forces to appeal to the government; to raise money for charity; to help other people or animals.</p>

Governments and private companies should provide jobs for all people. People are more important than profits. Unemployment should be eliminated.

<i>For</i>	<i>Against</i>	<i>Proposal</i>
<p><b>1</b> Everyone should have the right to work. Work provides you with money to pay for necessities.</p> <p><b>2</b> Through work, we develop our abilities and personality, apply our skills and build up self-esteem and relationships. Work gives us a status in society.</p> <p><b>3</b> According to the statistics, the biggest numbers of suicides and crimes are committed by the unemployed.</p> <p><b>4</b> Even if people get a dole/allowance and are provided with food and shelter, they are not happy without work and a social role.</p>	<p><b>1</b> Governments and companies do not have/are not obliged to create unnecessary job placements, because it is not economically viable/profitable.</p> <p><b>2</b> In terms of free market it is impossible to provide jobs for everyone.</p>	<p>Although in some spheres of economy there is a tough competition, some industries lack workers, for example medicine or heavy machinery.</p> <p><b>1</b> Governments should arrange/provide/organise vocational studies/courses, so that unemployed people could get another trade/qualification, rather than live on a dole.</p> <p><b>2</b> Governments should reconsider funding for industries and services that lack workers and encourage the unemployed to look for jobs there.</p>

1. Some people say that we would be far better off without cars. Others claim that cars are an integral part of our lives. Discuss both views and give your opinion.
2. It is necessary for the government to provide social services rather than spend a huge amount of money on space research that has not got any practical application. To what extent do you agree?
3. Global warming and other environmental problems cannot be solved by common people. It is governments and scientists that must address such serious issues. Discuss both views and give your opinion.
4. When school leavers and university graduates start working they find out how insufficient their knowledge is. What are your proposals?