

IELTS Writing Task 1 & 2 Guide

Introduction

This guide provides essential tips, templates, and sample responses to help you succeed in both Task 1 and Task 2 of the IELTS Writing section. It covers both Academic and General Training modules.

Task 1 (Academic): Describing Visual Data

In Academic Task 1, you are required to describe a chart, graph, table, map, or diagram.

Structure:

1. Introduction – Paraphrase the question.
2. Overview – Identify the main trends or features.
3. Body Paragraphs – Present data comparisons with specific figures.

Useful Vocabulary:

- A significant increase/decrease
- Remained stable
- Rose sharply
- Peaked at
- Accounted for
- In contrast

Tip: Do not include personal opinions or conclusions. Use academic and objective language.

Task 1 (General Training): Formal and Informal Letters

You will write a letter based on a given situation. The tone can be formal, semi-formal, or informal.

Structure:

1. Salutation
2. Introduction and purpose
3. Main body
4. Closing

Sample Opening (Formal): I am writing to enquire about...

Sample Opening (Informal): I hope you're doing well. It's been a while!

Task 2: Essay Writing (Both Modules)

Task 2 is worth twice as many marks as Task 1. You must present a clear argument or discussion on a given topic.

Structure:

1. Introduction – Paraphrase the topic and state your position
2. Body Paragraph 1 – First idea + explanation + example
3. Body Paragraph 2 – Second idea + explanation + example
4. Conclusion – Summarise and restate your view

Essay Types:

- Opinion (Agree or Disagree)
- Discussion (Advantages/Disadvantages)
- Problem-Solution
- Double Question

Sample Linkers:

- Firstly, Secondly, Furthermore
- On the other hand
- As a result
- In conclusion
- It can be argued that

Final Tips

- Always plan your answer before writing.
- Use a variety of sentence structures and vocabulary.
- Check your writing for grammar and coherence.
- Stay within the word limit (150 for Task 1, 250 for Task 2).