

IELTS Task 2 Peer-Editing Checklist

Paragraphing:

Your partner's essay should consist of an introduction, a conclusion, and either 2 or 3 body paragraphs, for a total of either 4 or 5 paragraphs.

	Yes	No
Is your partner's essay divided into clear paragraphs (with line breaks in between the paragraphs)?		
Does your partner have an introduction?		
Does your partner have a conclusion?		
Does your partner have between two or three body paragraphs?		

Introduction Paragraph Structure:

Your partner's introduction should start with a general statement about the topic. Then the next couple sentences should transition from the general to focus on the specific question. (The exact number of transition sentences is flexible. In most essays, it will be somewhere between 1 and 2). The final sentence of the introduction should include the main idea of the essay.

	Yes	No
Is the first sentence a general statement about the topic?		
Following the general statement, does your partner transition to the specific question?		
Does the final sentence of your partner's introduction contain the main idea of their essay?		

Body Paragraph Structure:

Each body paragraph should start with a clear topic sentence, which gives the main idea of the paragraph. Every other sentence in the paragraph should support the topic sentence. Any sentences in your paragraph that are not on the same subject as your topic sentence should either be deleted, or moved to a separate paragraph.

Typically an IELTS paragraph will follow this structure:

Topic sentence

1st supporting idea

Example of 1st supporting idea

2nd supporting idea

Example of 2nd supporting idea

	Yes	No
Does each body paragraph start with a clear topic sentence, which give the main idea of the paragraph?		
Does every other sentence in the paragraph relate to the main idea in the topic sentence?		
Is the topic sentence supported by supporting ideas and examples?		

Essay Structure:

There are several different structures that your partner's essay could follow.

For example, for an "agree and disagree" essay, they could have one paragraph talking about positive points, and one paragraph talking about negative points.

For a "completely agree" or "completely disagree" essay, they could have an opinion in the introduction, followed by two supporting reasons in the body paragraphs. Or they could have one paragraph refuting the opposite side, followed by one paragraph stating their own opinion.

For a "problem/solution" essay, your partner could have state the problem in the introduction, followed by two possible solutions in the body paragraph. Or they could have one body paragraph explaining the problem, followed by one or more body paragraphs explaining the solution.

There are many different possible structures. But each structure should follow a logical order, and the purpose of each paragraph should be clear to the reader.

Check your partner's essay to make sure the structure is clear.

	Yes	No
Does your partner's essay follow a clear and logical structure?		
Is the purpose of each paragraph clear to the reader?		
What is the structure of your partner's essay?		
What is the purpose of each paragraph? (For essays with only four paragraphs, ignore number 5).		
1.		
2.		
3.		
4.		
5.		

Conclusion:

In an “agree or disagree” essay, the conclusion should contain your partner’s final opinion. If your partner is writing an essay in which they balance both sides, then the conclusion may be the first time they introduce their own opinion.

If your partner is writing a “completely agree” or “completely disagree” essay, they should have already stated their opinion in the introduction, but they should restate it in the conclusion (using different words.)

For other types of essays (e.g. “problem and solution”) your partner should simply restate your main points from the previous paragraphs

For all types of essays, the conclusion should contain no new information. (ie no new facts or figures).

Which type of essay did you write: Choose only one.		Yes	No
Agree and Disagree: Both sides	Did your partner introduce their own opinion in the conclusion?		
Agree and Disagree: One Sided	Did your partner introduce their own opinion in the introduction, and then restate it in the conclusion using different words?		
Other types of essays	Did your partner restate your opinions from the previous paragraphs in the conclusion using different words?		
For all essay types:			
Did your partner remember not to include any new information in their conclusion?			

Grammar:

Go through and check your partner’s essay for grammar mistakes. Underline any grammar mistakes you see. You will talk to your partner later about these mistakes.

Readability:

Do you understand your partner’s essay? Underline any sections or sentences that you have trouble understanding. You will talk to your partner later about these sections.

Your name_____

Your partner's name_____