

Reading

Question types (Any of these may appear in any section in the AC/GT Reading test but not all)

- i. Matching
 - 1. Matching Headings
 - 2. Matching Paragraph Information
 - 3. Matching Features
 - 4. Matching Sentence Endings

- ii. Statements
 - 5. True False Not Given
 - 6. Yes No Not Given

- iii. Choose
 - 7. Multiple Choice
 - 8. List of Options
 - 9. Choose a Title
 - 10. Summary Completion

- iv. Complete
 - 11. Short Answers
 - 12. Sentence Completion
 - 13. Summary Completion
 - 14. Table Completion
 - 15. Flow Chart Completion
 - 16. Completion Diagrams

i. Matching

Order of Answers:

- **No**, the answers do not always come in the same order as in the passage.

1. Matching Headings

Choose the correct heading (i-ix) for paragraphs A, B, C and D in the passage below.

- i. Temperatures on Earth
- ii. The Greenhouse
- iii. Creating Global Warming
- iv. Use of a Greenhouse
- v. Our Choices
- vi. Greenhouse Gases
- vii. Earth's Atmosphere
- viii. Reversing the Damage
- ix. Effects of Carbon Dioxide

Description:

This type of question requires you to match **headings** to the correct **paragraphs**. The headings typically **summarize the main idea** of each paragraph rather than focusing on specific details.

What to Pay Attention To:

- **Understand the general meaning** of both the heading and the paragraph.
- **Don't match words; match ideas.** Just because a word appears in both doesn't mean they are a correct match.
- Pay attention to words that indicate **contrast, cause and effect, or chronological order**, as they provide useful clues.
- **You can only use each heading once**, but there are always **two or three extra headings** to increase the difficulty.

Possible Difficulties:

- The headings can be **quite similar**, making it hard to distinguish the correct one.
- Some paragraphs might **not seem to fit** with any heading at first.
- The paragraph may include **extra details or examples** that distract from the main idea.

Tips and Strategies:

- **Leave this task for last.** Even if it's given as the first task, that's just a trap. Since you need to **skim, scan, and read** the whole passage to do this well, completing other tasks first will help you **understand some of the paragraphs** beforehand.
- **Focus on the first and last sentences** of each paragraph, as they often provide the main idea.
- If the first and last sentences don't help, **skim through the paragraph** to grasp its general meaning.
- **Cross out headings** that clearly don't match the tone or focus of the paragraph.
- If an **example is already provided**, cross that heading out immediately to avoid confusion.

2. Matching Paragraph Information

Description:

Which section contains the following information? Write the correct letter (A-C) as your answer.

1. A way to learn new methods of communication.

2. A way to socialize.

- You match a list of information (e.g., facts, claims, or data) to the correct paragraph. The key is to find specific details.

What to Pay Attention To:

- Look for specific information mentioned in the question.
- Find the exact location of the information in the passage, rather than relying on memory.

Possible Difficulties:

- There may be more options than required, which can lead to confusion.
- The information may be paraphrased or reworded in the passage.

Tips and Strategies:

- Read through the questions first, and underline key phrases.
- Skim through the passage, scanning for the relevant information.
- Cross out any options you've already used to avoid confusion.

3. Matching Features

Description:

Look at the following statements (Questions 1-4) and the list of dates below.

Match each statement with the correct date, **A-G**

Write the correct letter, **A-G**, in boxes on your answer sheet.

1 An illegitimate election was held.

2 Kathmandu got its first elected mayor.

3 A precursor to Kathmandu's metropolitan authority was formed.

4 The Panchayat period ended.

A 1919

B 1932

C 1941

D 1947

E 1952

F 1990

G 2006

- This involves matching a set of features (e.g., characteristics, authors, places) to their corresponding options (e.g., names, dates, locations).

What to Pay Attention To:

- Identify the key feature in the question and locate it in the passage.
- Check for subtle differences between options.

Possible Difficulties:

- Some features may be similar or hard to distinguish.
- There might be more options than needed.

Tips and Strategies:

- Focus on finding clear markers in the text that identify specific features.
- Cross out incorrect options.
- Pay attention to any directional or chronological clues in the passage.

- Although the answers don't appear in the same order in the text, the features usually do, so you can still follow the general order when matching.

4. Matching Sentence Endings

Description:

Complete the sentences by selecting the correct ending, A-G (not all letters will be used).

1. The first ever flight of Orion is aimed to
 2. Although the shape of Orion is similar to previous ships, it
 3. A new rocket is also being developed which
 4. The rocket which will be used as a replacement will
 5. As temperatures reach extreme levels on re-entry, this maiden flight will
- a. send Orion twice around the world.
 - b. has state of the art technology.

- You are given sentence beginnings and must match them with the correct ending from a list of options.

What to Pay Attention To:

- Ensure that both the beginning and the ending form a complete, logically coherent sentence.
- Watch for grammatical clues (e.g., subject-verb agreement).

Possible Difficulties:

- The sentence endings may be very similar, making it difficult to choose the correct one.
- Some endings might feel too general or too specific.

Tips and Strategies:

- Read both the beginning and ending of the sentence carefully.
- Focus on the overall meaning, not individual words.
- Consider the grammatical structure when matching sentences.

ii. Statements

Order of Answers:

- **Yes**, the answers *usually* appear in the same order as the information in the passage.

5. True, False, Not Given

Are the following statements true, false or not given according to the information in the passage?

- True = the statement matches the information in the passage.
- False = the statement contradicts the information in the passage.
- Not Given = the information is not found in the passage.

1. The Thames Tunnel was the first tunnel ever built under a river.

Description:

- You decide if statements are true, false, or not mentioned in the passage. "True" means the information agrees with the passage, "False" means the information contradicts the passage, and "Not Given" means the information is not in the passage.

What to Pay Attention To:

- Carefully distinguish between “False” and “Not Given.” If the information is not directly stated or implied, choose “Not Given.”
- Pay attention to any wording that might suggest disagreement or ambiguity.

Possible Difficulties:

- It can be tricky to differentiate between “False” and “Not Given,” especially when the passage doesn’t explicitly contradict a statement but simply doesn’t mention it.
- Be careful of words like “always,” “never,” “some,” or “only,” which can alter the meaning.

Tips and Strategies:

- Read the statement and compare it directly with the passage.
- Highlight key phrases or words in both the statement and the passage to find agreement or contradiction.
- If you can’t find any evidence for or against the statement, mark it as “Not Given.”

6. Yes, No, Not Given

Description:

- Similar to True/False/Not Given, but with a focus on the author’s opinions or claims. You decide if the information in the statement agrees with the author’s view (“Yes”), contradicts it (“No”), or if the information is not mentioned (“Not Given”).

What to Pay Attention To:

- Focus on understanding the author’s opinion rather than factual details.
- “Yes” means the statement matches the author’s view; “No” means it contradicts; “Not Given” means it’s not discussed.

Possible Difficulties:

- The phrasing of the statement can be tricky, especially when distinguishing between the author’s opinion and factual information.
- Words that imply strong opinions (e.g., “believes,” “suggests”) require careful interpretation.

Tips and Strategies:

- Be aware of the tone in the passage to identify the author’s perspective.
- Look for words in the passage that suggest agreement, contradiction, or absence of discussion.
- When in doubt, choose “Not Given” if the author’s view isn’t explicitly stated.

iii. Choices

Order of Answers:

- The answers usually appear in the same order, but sometimes not. If they don’t, they are usually still close in the text, so keep scanning the passage for related information.

7. Multiple Choice

Choose the correct letter A-C

Description:

1. The test can predict Alzheimer’s.....

- a) two or three years before the illness begins.
- b) two or three years from the start of the symptoms.
- c) a decade before.

- You select the correct answer from a list of options. The questions usually ask for specific details or the main idea of the passage.

What to Pay Attention To:

- Read the question and options carefully before reading the passage.

- Cross out the wrong options first.

Possible Difficulties:

- Similar-sounding options can be confusing.
- The passage might contain information that seems to fit more than one answer.

Tips and Strategies:

- Skim through the question first to get an idea of what you're looking for.
- Pay close attention to words that narrow the meaning of the options (e.g., "always," "never," "most").
- Don't overthink; cross out options that clearly don't fit.

Order of Answers:

- **Yes**, the answers *usually* appear in the same order as the information in the passage.
-

8. List of Options

Question 1

Choose three letters, A-G.

What **three things** are not allowed in the museum?

- A. camera
- B. bags
- C. food and drink
- D. phone
- E. pens
- F. notebooks
- G. coats

Description:

- A set of options is provided, and you must select TWO or THREE (given in the instruction) that correspond to information in the passage.

What to Pay Attention To:

- Check the instruction for how many answers are required.
- Match each option with relevant information from the passage.

Possible Difficulties:

- More options may be provided than necessary, leading to confusion.
- The information might be paraphrased or scattered across the passage.

Tips and Strategies:

- Read through all options before starting, and cross out irrelevant choices.
 - Pay attention to specific phrases or keywords in the options.
 - Take notes on keywords or phrases to keep track of the information.
-

9. Choose a Title

Description:

- You are given several possible titles and must choose the most appropriate one for the passage.

What to Pay Attention To:

- Understand the general theme of the passage.
- Look for the most comprehensive title that reflects the main idea.

Possible Difficulties:

- Titles might be too general or too specific.
- Multiple titles may seem like a potential match.

Tips and Strategies:

- Skim the passage for key points and main themes.
 - Read the first and last sentences of each paragraph to identify central ideas.
 - Ensure the title summarizes the passage accurately and concisely.
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10. Summary Completion from List

Description:

In this type of question, a summary of part of the passage is provided with some blanks. You are given a list of options, and you need to select the correct ones to fill in the gaps.

What to Pay Attention To:

- Don't focus too much on the given list at first, as it can be misleading.
- Ensure that the options you choose fit **both grammatically and contextually** within the summary.
- Some options might seem relevant, but only one is the correct fit—even if it's not the perfect match, it's the best among the given options.

Possible Difficulties:

- The options may be **paraphrased or slightly reworded** from the passage, making it difficult to match. → **Think outside the box**; the word doesn't have to be an exact synonym as long as it fits the context.
- Some words may appear to fit, but they don't match the **specific meaning** required for the sentence.
- The correct answers may **not be in the same order** as in the passage, which can make it harder to locate them.

Tips and Strategies:

- Focus on **understanding the overall meaning** of the summary before looking at the options.
- **Skim the passage** for key ideas related to each blank **without checking the given list first**. Ask yourself: *What word would logically go here based on the passage?*
- **Be careful with word form and grammar** when inserting words into the blanks. If an option seems correct but doesn't fit grammatically, it's not the right choice.

Order of Answers:

- The answers **might appear in the same order, but not necessarily**. If not, they are usually still **close together in the text**, so scanning nearby areas can help locate the correct answer.
-

iv. Completion

Order of Answers:

- The answers might appear in the same order, but not necessarily. If they don't, they are usually still close in the text, so keep scanning the passage for related information.

11. Short Answers

Description:

- You are required to answer questions based on the information provided in the passage using a short answer, typically no more than 3 words.

What to Pay Attention To:

- Ensure that your answers are concise and match the exact words in the passage.
- Be careful about the word limit — do not exceed the number of words allowed (usually 1, 2, or 3 words).

Possible Difficulties:

- The passage may contain paraphrased or implied information, so you'll need to find exact phrases or ideas that answer the question.
- If you misinterpret the question, it can be easy to give an answer that doesn't fit the required information.

Tips and Strategies:

- Look for keywords in the question, then locate them in the passage.
 - Double-check the word limit and ensure your answer is within the given limit.
 - Avoid including extra details; only answer what is explicitly asked in the question.
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12. Sentence Completion

Description:

Complete the sentences. Choose no more than two words and / or a number from the passage for each answer.

1. is the most recent strategy to tackle the problem of smoking.
2. The large number of new smokers, particularly under 16's, makes certain that cigarette companies will always have a

- You are asked to complete a sentence with words or phrases from the passage. This typically involves selecting words that fit the grammatical structure of the sentence.

What to Pay Attention To:

- Pay attention to the word limit (usually 1, 2, or 3 words).
- Ensure the word or phrase you choose fits both contextually and grammatically in the sentence.

Possible Difficulties:

- Some sentences may be tricky because they require a specific grammatical structure.
- The words in the sentence might be paraphrased or slightly altered from their original form in the passage.

Tips and Strategies:

- Skim the passage for the specific idea or detail that the sentence refers to.
 - Make sure your answer matches both the meaning and the grammatical structure.
 - Keep an eye on the word limit and avoid exceeding it.
-

13. Summary Completion

Description:

Complete the summary using the list of words (A-J) below. Write the correct letter on your answer sheet, in boxes 1-6

International Uses for Fermentation

At the start of the 20th century, Dr. Elie Metchnikoff put forward his belief that the 1. and good health of Bulgarians could be attributed to eating fermented food each day. By 2. and preserving milk, they were able to convert it into 3. and 4. In other parts of Europe, fermented 5. was consumed as a replacement for clean water. Some 6. were fermented which gave them a longer lifespan but nowadays this is done by pickling.

A) ingesting B) yoghurt C) longevity D) pickled products E) wine F) food G) kimchi H) cheese I) detoxifying J) vegetables

- This question asks you to complete a summary of the passage by filling in the blanks with the correct words or phrases.

What to Pay Attention To:

- Make sure that the words you choose are directly supported by the information in the passage.
- Ensure that your answers fit in both meaning and grammar.

Possible Difficulties:

- The correct answers might be paraphrased, making it hard to spot them in the passage.
- The summary may leave out subtle but important details, which could lead to confusion when completing the gaps.

Tips and Strategies:

- Read the summary carefully to understand the context before filling in the gaps.
- Look for exact phrases or paraphrased information in the passage that align with the summary.
- Be mindful of the word limit for each gap, and use synonyms or paraphrasing when necessary.

14. Table Completion

Description:

Complete the table below.

Choose **NO MORE THAN TWO WORDS** from the passage for each answer.

Write your answers in boxes 27 – 31 on your answer sheet.

Test	Findings
Observing the 27 of Russian-speaking bilingual people when asked to select certain objects	Bilingual people engage both languages simultaneously: a mechanism known as 28
A test called the 29 , focusing on naming colours	Bilingual people are more able to handle tasks involving a skill called 30
A test involving switching between tasks	When changing strategies, bilingual people have superior 31

- You are given a table with missing information, and you need to complete it by finding relevant details in the passage.

What to Pay Attention To:

- Understand the structure of the table (what type of information is needed).
- Make sure the information matches both context and format.

Possible Difficulties:

- The data may be spread out across different sections of the passage.

Tips and Strategies:

- Identify headings and subheadings in the table to find corresponding sections in the passage.

- Be careful with numerical or factual information.
- Scan the passage for key terms that are related to the table headings.

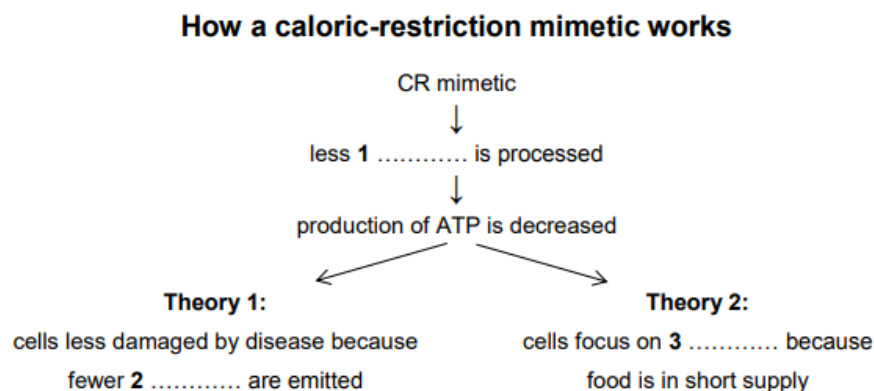
15. Flow Chart Completion

Description:

Complete the flow-chart below.

*Choose **NO MORE THAN TWO WORDS** from the passage for each answer.*

Write your answers in boxes 1-3 on your answer sheet.



- Similar to table completion, but you are completing a flow chart with missing steps or stages.

What to Pay Attention To:

- Focus on the process or stages described in the passage.
- Look for logical connectors (e.g., “first,” “next,” “finally”) to determine the correct order.

Possible Difficulties:

- The flow chart might represent complex processes.
- There may be several steps in the process that overlap.

Tips and Strategies:

- Understand the flow of the process before filling in the gaps.
- Scan for key phrases that describe transitions or stages in the process.
- Ensure the steps follow a logical sequence.

16.

Here’s the refined version of your **Completion Diagrams** section with improved clarity and flow:

16. Completion Diagrams

Description:

You are given a **diagram** with missing labels or parts, and you need to complete it using information from the passage. The diagram could represent a **process**, an **object**, or a **technical structure**.

What to Pay Attention To:

- Understand the function, structure, and all details of the diagram.
- Pay close attention to **keywords** that describe different parts of the diagram.
- Be aware of **labels, arrows, and directions**, as they indicate relationships between different parts.

Possible Difficulties:

- The diagram might be **technical or abstract**, requiring careful interpretation.
- Some parts of the diagram may **not be explicitly mentioned** in the passage but are inferred from the description.
- The wording in the passage may be **paraphrased**, making it harder to find exact matches.

Tips and Strategies:

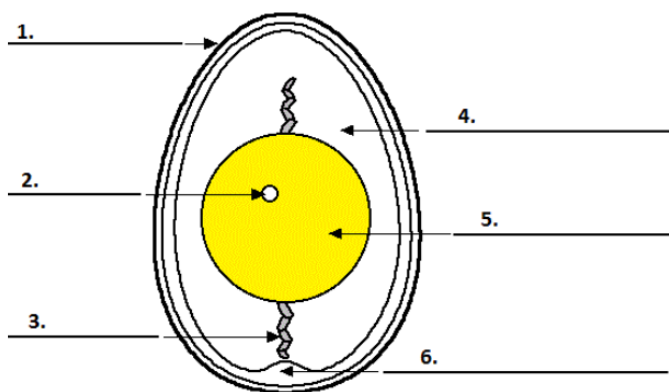
- Understand the overall purpose of the diagram before looking at the passage.
- Predict where you are in the passage and which direction to follow when scanning for information.
- Focus on where the arrow points—it often helps identify key details.
- Skim the passage first, then highlight sections that describe parts of the diagram.
- Make sure you use the correct labels and that they fit grammatically.
- Do not repeat information that is already provided in the diagram.

Order of Answers:

- The answers **usually appear in the same order** as in the passage, but some details might be spread out, so **check nearby sections carefully**.

Complete the diagram below.

Write **NO MORE THAN TWO WORDS** from the passage for each answer.



Listening

Listening Guide

Question Types

These can appear in any section of the Listening test. Not all will appear in one test.

i. Complete

1. Form/Note/Table/Flow-chart/Summary Completion
2. Sentence Completion

ii. Choose 3. Multiple Choice

4. Matching

iii. Label 5. Map/Plan/Diagram Labelling

iv. Short Answer 6. Short Answer Questions

1. Form/Note/Table/Flow-chart/Summary Completion

Description:

You fill in missing information in a form, note, table, flowchart, or summary using the recording.

What to Pay Attention To:

- Follow the word limit exactly (e.g., “NO MORE THAN TWO WORDS AND/OR A NUMBER”).
- Understand the context (e.g., hotel booking form, medical notes).
- Spelling and grammar must be accurate.

Possible Difficulties:

- Answers may come quickly and in succession.
- Paraphrasing is common.
- Distractors may be used (wrong information said first, corrected later).

Tips and Strategies:

- Predict what type of word is missing (noun, number, verb).
 - Keep moving forward even if you miss one answer.
 - Use the questions to anticipate upcoming content.
-

2. Sentence Completion

Description:

You complete sentences with missing words based on what you hear.

What to Pay Attention To:

- Grammar must make sense.
- Word limit must be respected.
- Focus on key content words in the sentence.

Possible Difficulties:

- Sentences can be paraphrased.
- You may hear irrelevant information first.

Tips and Strategies:

- Use the incomplete sentence to predict the answer.
 - Focus on listening for meaning, not exact wording.
-

3. Multiple Choice

Description:

Choose the correct answer from 3–4 options. Sometimes you choose one, other times more.

What to Pay Attention To:

- Carefully read questions before listening.
- Answers might be paraphrased.
- Watch out for distractors — wrong options mentioned to confuse.

Possible Difficulties:

- All options might sound correct.
- Speaker may change their mind.

Tips and Strategies:

- Eliminate clearly wrong answers.
- Focus on synonyms and context.

4. Matching

Description:

You match a list of items (e.g., speakers, places, activities) to options based on what you hear.

What to Pay Attention To:

- Understand what is being matched.
- Options may be mentioned in different words.
- One item may not match (distractor).

Possible Difficulties:

- Similar options with small differences.
- Fast-paced sections.

Tips and Strategies:

- Use the time before the audio to underline keywords.
 - Follow the order of information — the questions usually go in order.
-

5. Map/Plan/Diagram Labelling

Description:

You label a visual like a map or layout with answers from the audio.

What to Pay Attention To:

- Directional language (e.g., "next to", "on the left").
- Orientation (e.g., compass directions).
- Landmarks mentioned in the audio.

Possible Difficulties:

- Spatial descriptions can be fast.
- You need to follow movement or positioning.

Tips and Strategies:

- Study the map before listening to identify areas.

- Trace movements mentally as the speaker talks.
-

6. Short Answer Questions

Description:

You write short answers (usually up to 3 words or a number) based on factual information.

What to Pay Attention To:

- Be accurate and concise.
- Respect the word and number limit.

Possible Difficulties:

- You must listen for exact information (e.g., dates, prices).
- The answer may come from part of a longer sentence.

Tips and Strategies:

- Highlight key words in the question.
- Listen for specific factual data.
- Don't include unnecessary words.

Speaking

Speaking Guide

Structure of the IELTS Speaking Test

The test is a face-to-face interview divided into 3 parts:

1. **Part 1 – Introduction and Interview**
 2. **Part 2 – Long Turn (Cue Card)**
 3. **Part 3 – Discussion**
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1. Part 1: Introduction and Interview (4–5 minutes)

Description:

The examiner asks general questions about yourself, your home, work, studies, hobbies, etc.

What to Pay Attention To:

- Speak confidently and naturally.
- Keep your answers short but not too short — 2–4 sentences.
- Avoid memorized responses; they sound unnatural.

Possible Difficulties:

- Getting nervous at the beginning.
- Speaking too briefly or giving one-word answers.
- Over-preparing and sounding robotic.

Tips and Strategies:

- Treat it like a friendly chat.
- Use a variety of tenses and some descriptive language.
- Expand slightly on your answers: include a reason or small detail.

Example:

Q: Do you like reading?

A: Yes, I do. I especially enjoy mystery novels because they keep me guessing until the end.

2. Part 2: Long Turn (Cue Card) (3–4 minutes)

Description:

You're given a topic card and have 1 minute to prepare. Then you speak for 1–2 minutes on the topic.

What to Pay Attention To:

- Cover all bullet points on the card.
- Organize your response (introduction, main points, and a brief conclusion).
- Use linking words and examples to stay fluent.

Possible Difficulties:

- Running out of ideas or stopping too early.
- Forgetting to cover all points.
- Speaking off-topic.

Tips and Strategies:

- Use your 1-minute prep time to jot down key ideas.
- Begin by paraphrasing the topic: "I'd like to talk about..."
- Speak slowly and clearly; don't worry about minor grammar errors.
- If you finish early, add a reflection or extra detail.

**Cue Card Example:**

"Describe a place you visited that left a strong impression on you."

Talk about where it is, what you did, who you were with, and why it was memorable.

3. Part 3: Discussion (4–5 minutes)**Description:**

The examiner asks deeper, abstract questions related to the Part 2 topic.

What to Pay Attention To:

- Develop your answers with reasons, examples, and comparisons.
- Use a more formal tone than in Part 1.
- Show the ability to express opinions and justify them.

Possible Difficulties:

- Questions can be abstract or philosophical.
- Difficult to organize complex thoughts quickly.

- Speaking too casually or going off-topic.

Tips and Strategies:

- Use structured answers: State your opinion → Give reason → Add an example.
- Use discourse markers: “In my opinion...,” “On the other hand...,” “This is especially true when...”
- If unsure, say: “That’s a tough question, but I think...” to give yourself thinking time.

Example:

Q: Do you think people travel too much these days?

A: I think travel has become more frequent, mainly due to affordable flights and social media influence. However, some people travel just to take photos, not to learn about culture.

Overall Speaking Tips

- **Fluency > Perfection:** Don’t obsess over grammar; focus on keeping the conversation going.
- **Avoid Memorized Scripts:** Examiners can tell. Practice flexibility.
- **Practice with a Timer:** Especially for Part 2.
- **Record Yourself:** Listen for hesitations, pronunciation, and structure.
- **Use Natural Vocabulary:** No need for fancy words unless they come naturally.

Writing

Writing Guide

Test Format Overview

Total Time: 60 minutes

- **Task 1 (20 minutes)**
 - **Task 2 (40 minutes)**
Task 2 is worth twice as many points as Task 1.
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Task 1:



Academic – Report Writing

Description:

You are given a visual (graph, chart, table, map, process) and asked to summarize the key trends or comparisons.

What to Pay Attention To:

- No opinions — it's factual reporting only.
- Focus on main features, comparisons, and significant changes.
- Use formal tone and vocabulary.

Possible Difficulties:

- Trying to describe every single detail.
- Misinterpreting trends or using incorrect data.
- Lack of linking phrases or poor structure.

Tips and Strategies:

- Use a 4-paragraph structure:
 1. Introduction (paraphrase question)
 2. Overview (main trends)
 - 3–4. Detail paragraphs (supporting data)
- Use varied vocabulary for trends: increase, rise, remain steady, etc.
- Avoid copying phrases directly from the prompt.

General Training – Letter Writing

Description:

You write a letter (formal, semi-formal, or informal) based on a given situation.

What to Pay Attention To:

- Use appropriate tone (formal to a company, informal to a friend).
- Cover all 3 bullet points in the prompt.
- Use correct letter format (greeting, closing).

Possible Difficulties:

- Tone mismatch (too casual for formal letters).
- Missing one of the bullet points.
- Limited range of expressions.

Tips and Strategies:

- Know when to use “Dear Sir/Madam” vs. “Hi John.”
- Use natural phrasing: “I’m writing to inform you...” / “Just wanted to let you know...”
- Plan quickly and follow a structure:
 - Greeting
 - Introduction + purpose
 - 3 bullet points in body paragraphs
 - Closing sentence + signature

Task 2: Essay Writing (Academic & GT)

Description:

You write an essay responding to a question or argument. Topics are general interest — education, environment, health, etc.

What to Pay Attention To:

- Present a clear opinion if asked.
- Fully answer all parts of the question.

- Use formal style and academic vocabulary.

Possible Difficulties:

- Not organizing ideas clearly.
- Writing off-topic or unbalanced answers.
- Weak thesis or no conclusion.

Tips and Strategies:

- Use a 4–5 paragraph structure:
 1. Introduction with paraphrased question + thesis
 - 2–3. Body paragraphs (1 idea per paragraph with examples)
 2. Conclusion (summarize and rephrase thesis)
 - Plan your essay for 5 minutes: brainstorm ideas & examples.
 - Use linking words: however, moreover, as a result, in contrast.
-

Common Essay Types (Task 2)

Essay Type	What to Do
Opinion (Agree/Disagree)	Clearly state your position and defend it. Avoid sitting on the fence.
Discussion (Both Views)	Present both views + your own opinion. Stay balanced and clear.
Problem/Solution	Explain the problem and propose realistic solutions.
Advantages/Disadvantages	Weigh both sides with clear examples. Give your stance if asked.
Two-Part Questions	Answer both questions with equal detail.

Overall Writing Tips

- **Answer every part** of the question. Partial answers = lower score.
- **Plan first, write later.** Don't dive in without a structure.
- **Vary sentence types** and vocabulary.
- **Avoid contractions** in academic writing (use "do not" instead of "don't").

- Leave 2–3 minutes to proofread.
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CSV

