

IELTS Academic: Writing Task 1

Checklist to success

IELTSADVANTAGE.COM

1

TASK ACHIEVEMENT

1
.....

2

3

4

1 - TASK ACHIEVEMENT

Is my overview clear & effective? 



This is probably the most important part of your Academic Task 1 response because it shows the examiner that you can identify the most important information, trends and comparisons from the graph or chart given to you.

1 - TASK ACHIEVEMENT

Is my overview clear & effective? 

☐

This is probably the most important part of your Academic Task 1 response because it shows the examiner that you can identify the most important information, trends and comparisons from the graph or chart given to you.

Have I only discussed the information mentioned in the paper?

☐

You should not give your opinion, you should not introduce your own knowledge and you should not analyse the data.

1 - TASK ACHIEVEMENT

Is my overview clear & effective? 

☐

This is probably the most important part of your Academic Task 1 response because it shows the examiner that you can identify the most important information, trends and comparisons from the graph or chart given to you.

Have I only discussed the information mentioned in the paper?

☐

You should not give your opinion, you should not introduce your own knowledge and you should not analyse the data.

Have I covered the key features? 

☐

You are not required to write about every trend you can identify, but should instead show the examiner that you can recognise and relay the most important features provided to you.

1 - TASK ACHIEVEMENT

Is my overview clear & effective? 

☐

This is probably the most important part of your Academic Task 1 response because it shows the examiner that you can identify the most important information, trends and comparisons from the graph or chart given to you.

Have I only discussed the information mentioned in the paper?

☐

You should not give your opinion, you should not introduce your own knowledge and you should not analyse the data.

Have I covered the key features? 

☐

You are not required to write about every trend you can identify, but should instead show the examiner that you can recognise and relay the most important features provided to you.

Have I used the data accurately and appropriately?

☐

It's important that you make sure that the information you include is factually accurate.

2

COHERENCE & COHESION

1

2



3

4

2 - COHERENCE AND COHESION

Is my report organised & easy to read? 



It is important that the examiner can easily read and understand your report.

This means that your report must be clearly paragraphed and the information organised must be structured.

If you struggle to understand the information in your report, the examiner will, too.

2 - COHERENCE AND COHESION

Is my report organised & easy to read? 

☐

It is important that the examiner can easily read and understand your report.

This means that your report must be clearly paragraphed and the information organised must be structured.

If you struggle to understand the information in your report, the examiner will, too.

Are my cohesive devices appropriate and accurate? 

☐

Try to use cohesive devices (or linking words) naturally. This means using them in an appropriate context and conveying them with accurate spelling, grammar and punctuation.

2 - COHERENCE AND COHESION

Is my report organised & easy to read? 

☐

It is important that the examiner can easily read and understand your report.

This means that your report must be clearly paragraphed and the information organised must be structured.

If you struggle to understand the information in your report, the examiner will, too.

Are my cohesive devices  appropriate and accurate?

☐

Try to use cohesive devices (or linking words) naturally. This means using them in an appropriate context and conveying them with accurate spelling, grammar and punctuation.

Do I reference effectively throughout my report?

☐

When you refer to categories or data that you have already mentioned, it must be absolutely clear what you are referring to.

3

LEXICAL RESOURCE

1


2

3

.....

4




***Is my range of vocabulary
wide enough to complete the
task?*** 



The examiner will not look at your report and award you marks for 'Band 9 vocabulary' because it does not exist.

The most important thing is that you complete the task and report the data clearly. Vocabulary is a tool which allows you to do this.



***Is my range of vocabulary
wide enough to complete the
task?*** 




Accuracy:

The examiner will not look at your report and award you marks for 'Band 9 vocabulary' because it does not exist.

The most important thing is that you complete the task and report the data clearly. Vocabulary is a tool which allows you to do this.



Is my range of vocabulary wide enough to complete the task? 

☐

The examiner will not look at your report and award you marks for 'Band 9 vocabulary' because it does not exist.


The most important thing is that you complete the task and report the data clearly. Vocabulary is a tool which allows you to do this.

Accuracy:

Is the meaning of my vocabulary accurate?

☐



Is my range of vocabulary wide enough to complete the task? 

☐

The examiner will not look at your report and award you marks for 'Band 9 vocabulary' because it does not exist.

The most important thing is that you complete the task and report the data clearly. Vocabulary is a tool which allows you to do this.

Accuracy:


Is the meaning of my vocabulary accurate?

☐

Is my spelling accurate?

☐



Is my range of vocabulary wide enough to complete the task? 

☐

The examiner will not look at your report and award you marks for 'Band 9 vocabulary' because it does not exist.

The most important thing is that you complete the task and report the data clearly. Vocabulary is a tool which allows you to do this.

Accuracy:

Is the meaning of my vocabulary accurate?

☐

Is my spelling accurate?


☐

Are my collocations accurate?

☐

3 - LEXICAL RESOURCE



Is my range of vocabulary wide enough to complete the task? 

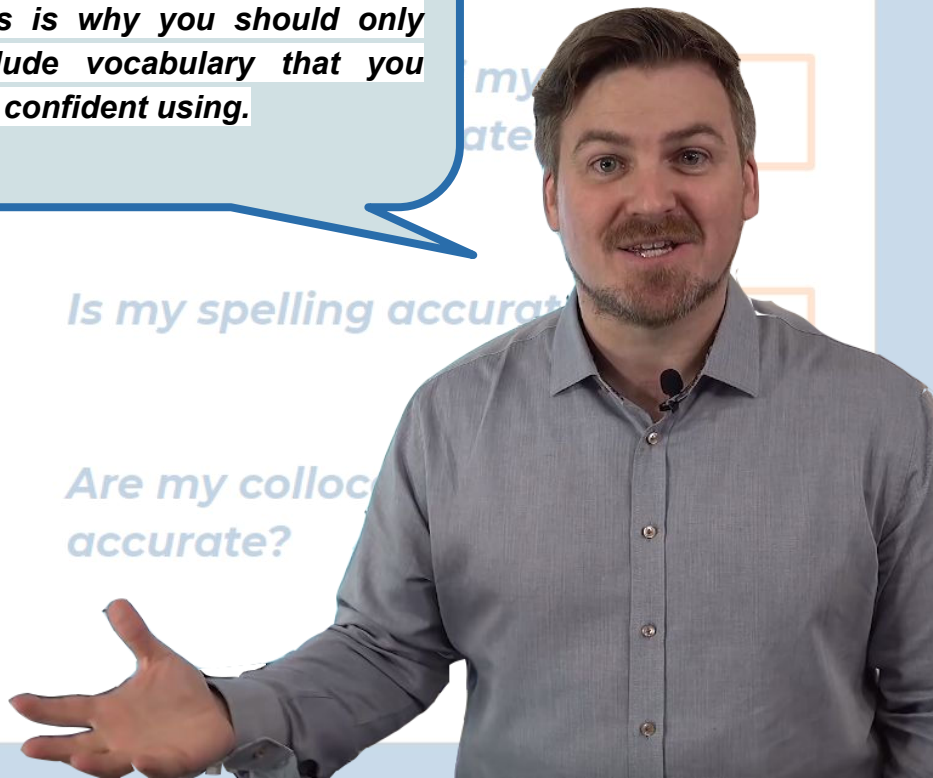
The examiner will not look at your report and award you marks for 'Band 9 vocabulary' because it does not exist.

The most important thing is that you complete the task and report the data clearly. Vocabulary is a tool which allows you to do this.

Accuracy is vital if you wish to get a Band 7+ in your exam. This is why you should only include vocabulary that you are confident using.

Is my spelling accurate?

Are my collocations accurate?



3 - LEXICAL RESOURCE



Is my range of vocabulary wide enough to complete the task? 

The examiner will not look at your report and award you marks for 'Band 9 vocabulary' because it does not exist.

The most important thing is that you complete the task and report the data clearly. Vocabulary is a tool which allows you to do this.

Accuracy is vital if you wish to get a Band 7+ in your exam. This is why you should only include vocabulary that you are confident using.

Remember: You will never be marked down for not using a specific word in the writing test. You WILL be marked down if you misspell a word that you didn't learn properly in the first place.



4

GRAMMATICAL RANGE & ACCURACY

1

2

3

4

.....

4 - GRAMMATICAL RANGE AND ACCURACY

Accuracy:

The examiner will base your score for grammatical accuracy on the **number of error-free sentences** that you can produce. The fewer mistakes you make, the higher your score will be.

4 - GRAMMATICAL RANGE AND ACCURACY

Accuracy:

The examiner will base your score for grammatical accuracy on the **number of error-free sentences** that you can produce. The fewer mistakes you make, the higher your score will be.

Is my grammar accurate? 



4 - GRAMMATICAL RANGE AND ACCURACY

Accuracy:

The examiner will base your score for grammatical accuracy on the **number of error-free sentences** that you can produce. The fewer mistakes you make, the higher your score will be.

*Is my grammar
accurate?* 

☐

*Is my punctuation
accurate?*

☐

4 - GRAMMATICAL RANGE AND ACCURACY

Accuracy:

The examiner will base your score for grammatical accuracy on the **number of error-free sentences** that you can produce. The fewer mistakes you make, the higher your score will be.

Is my grammar accurate? 

☐

Is my punctuation accurate?

☐

Range:

Don't focus on using a specific number of tenses or structures. Instead, you should pay attention to the tenses used in the data given to you. Use that context to judge which tenses are **appropriate** to use in the circumstances provided.

4 - GRAMMATICAL RANGE AND ACCURACY



Accuracy:

The examiner will base your score for grammatical accuracy on the **number of error-free sentences** that you can produce. The fewer mistakes you make, the higher your score will be.

Is my grammar accurate? 

☐

Is my punctuation accurate?

☐

Range:

Don't focus on using a specific number of tenses or structures. Instead, you should pay attention to the tenses used in the data given to you. Use that context to judge which tenses are **appropriate** to use in the circumstances provided.

Have I used a wide enough range of tenses & structures to clearly report the data?

☐