

IELTS (International English Language Testing System)

IELTS is jointly managed by the British Council, IDP and Cambridge English, and was established in 1989. IELTS is one of the major English-language tests in the world.

The IELTS exam measures your proficiency in four key areas:

Listening, Reading, Writing, and Speaking.

Types and Categories:

- IDP and British Council
 - Cambridge create the test and these agencies conduct. (Both are same)
- Academic and General Training.
- Both versions have four components:
 - Listening, Reading, Writing, and Speaking.
 - The Listening and Speaking sections are the same for both versions.
- Paper and Online

Scoring:

- Bands is a name of scoring system created by ielts (Cambridge)
- You will get any score from 1-9
- Bands and CEFR (Common European Framework as a Reference for Language)
 - There are three levels in CEFR: A1 and A2, (Basic) B1 and B2, (Intermediate) C1 and C2 (Advanced)

Books:

- The Official Cambridge to IELTS
- For Practice: Cambridge Practice tests for IELTS Series
- Website: [ieltsonglinetests.com](#)

Test Frequency:

- Academic: 48 times a year
- General Training: 24 times a year

Don't go immediately for tests, if you didn't get the desired score.

Modules:

- There are four modules in ielts.

1. Listening (4 Parts — 40 questions)

- Recordings of conversation and monologues will be played. Then you will be required to answer a few multiple-choice questions related to the recordings played to you.
- 30 minutes listening audio and 10 minutes for transferring answers to answer sheet.
- Audio will be played once.

- **Various accents:** British, Canadian, American etc. But 85 to 90% will be British Accent, for a reason this test is created in Cambridge University which is in UK.

Two reasons to not get 9 bands:

- Non-native Speakers
- Not engrossed with the language
 - Listening: English Poetry [Link](#), [Link](#)

40 Questions, 4 Sections, Break between Sections

- Difficulty level increases with every section. (speed, distractions, Types of questions, in the last sections no breaks within the section)

Why sections: To test your listening in various contexts.

- **Section 1:** You will be listening a conversation between two people. (keep the volume a little bit higher in this section)
- **Section 2:** A Monologue – a single person is talking about an everyday social context. (MCQs, short Q and A, Sentence completion, Diagram Labeling etc.)
- **Section 3:** Difficult, mainly MCQs – an academic context, more than 2 persons involved.
- **Section 4:** A monologue: a professor talk about research, no break, 7-8 minutes of audio, difficult to concentrate, Mainly summary completion and MCQs are rare and it is academic context

Introduction to the Accents:

- Various accents in Listening. Possibly (British accent, American accent, Australian, Indian, Russian)
- Need to understand the audio.
- Pronunciation (how you pronounce word) vs Accent (style of speaking)
 - **Alphabets:** a → aye, I → ia
 - **Numbers:** You may listen for pin code and phone numbers:
 - 0 → naught or nought , null, zero, Oh
 - Note down the numbers in the mini pause: 635 623 6295
 - Pronunciation: Best source: [Link](#)
 - 5000 most commonly used English words, keep searching these words on the website.

Listening Modules:

Form completion: To fill the form while listening to information.

- Always in section 1.

- Two people talking on call (low volume – on the other side of the phone) (keep the volume a little bit higher) (spelling mistake make it incorrect).
- Audio is played in sequence with the questions.
- Watch out for unit: if it is provided, don't include it. (if it is not provided, please include it) (If name is included. They will dictate it.) (If it is dictated probably it is an answer.)
- Please write the answers as quick as possible in question paper.

Table Completion:

- Similar to sentence completion but... it is in the form of table.
- Rows and columns are important.
- **Units:** From unit you can guess what would be the answer, don't write unit again.

Sentence Completion:

- Fill in the blanks.
- Read before the audio and predict the answers. Reading help you to listen for the information which you required.
- **Synonyms:** Sentence can be paraphrased, Answers have to be exact words. You cannot provide words as synonyms.

Multiple Choice:

- You will be given 3 options to choose from.
- Difficulty is at higher level if it is in section 3.
- Why it is difficult: Lot to read and listen at the same time.
- **Pointers (Tips):**
 - Speed Reading.
 - As there is too much to read, learn to do it.
 - Read in your mind.
 - If you get time to read questions from 31 to 40 and there are MCQs from 31 to 35. Just read the questions not the options.

Short Answers:

W-questions

- Not that difficult.
- **Pointers:**
 - Listen to understand, not listen to reply.
 - Stay ahead of the audio: immediately jump to another question if you get answer for one.
 - Most sentence are paraphrased in the audio.
 - They will be using synonyms of words.
 - Spelling mistake = incorrect answer

Map Labeling:

- Listen to the directions
- Not that difficult, after practice it become easier.

Types: Two listening for map

- Questions in the image
 - It will always go in the sequence.
- Questions outside the image.
 - Not in sequence
- **Pointers:**
 - Never ever miss the origin or starting point.
 - Always recognize the starting point.
 - Most common mistake: instead of looking at the picture.

➤ Landmarks: are guiding points in images.

Basic Direction Related Vocabulary:

1 roduction	2 Types	3 Example	4 Origin	5 Follow	6 Landmarks	7 Vocabulary
go straight turn left turn right go past cross go along around the corner between behind turn back / go back go down go over go through	go up in front of beside near roundabout sidewalk zebra crossing traffic lights street road corner sidewalk highway					crossroad junction T-junction signpost walkway intersection bridge freeway lane overpass alley tunnel

Flow Chart:

- Information in a sequence.
- Section 2 or section 3.
- Read the title and heading in the break, helps to understand the flow chart
- Sequence → most important.
- Follow the speaker, even when there are no blanks
- Predicting the answer, based on the blank.

Matching:

- Little bit tricky, because of its types.
 - Matching the given options with the subject.
 - **Types:**
 - Options will repeat
 - Options will not repeat
 - Always and always: underline the probability, possibility and certainty.
 - Understand the sequence: Sequence will be followed in the questions not in options.
 - Listen to the both speaker, if they have them.
 - Don't forget to read the questions.
 - Write the options as answers.
 - Understand the sequence in questions.
 - In case of doubt, keep two answers.
-

IELTS Listening Module

4 SECTIONS (40 total questions)

Time: 30 minutes (You will be given 10 minutes to transfer your answers to answer sheet)

Section 1: A conversation within a social situation.

Section 2: A monologue on a general subject.

Section 3: A conversation between up to 4 people with an educational or training context.

Section 4: A monologue (lecture or academic talk).

TASK TYPES

Note completion

Multiple Choice (3 options)

Gap-fill

Sentence Completion

Short answer

Labelling a diagram

Table completion

Overview

General Strategies

Listening for Words
Listening for Numbers

Specific Strategies

Section 1- Conversation

Complete a Form
Complete a Table
Choose answers from a List

Section 2 - Talk

Complete Sentences
Label a diagram, Plan, or Map
Give a Short Answer

Section 3 - Discussion

Choose Answers from Multiple Choices
Label a Diagram
Match Words and Phrases

Section 4 - Talk or Lecture

Classify Words or Statements
Complete Notes
Complete a Flowchart

Price: \$13.33

Thirteen dollars and thirty-three cents
Thirteen thirty-three

Time: 2:45

Two forty-five
Quarter to three
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Decimals: 3.75

Three point seven five
Three and three-fourth
Three and three-quarters

Telephone numbers/Credit card numbers/ID numbers:

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Plus one five-o-five seven five, three nine, four eight
Plus one five zero five, four seventy-five, thirty-nine forty-eight

Complete a Table

Strategy**Tip**

Circle the key words and paraphrase them.

If you make notes, write the notes in a column for each speaker.

- **Paraphrasing** will focus your attention on the subject of the conversation. The speakers might not use the exact same words in the conversation. You should listen for words or phrases with similar meanings.

Which **TWO** activities is the guest interested in?

List**Paraphrase/Related Words**

A water sports

swimming, boating, water skiing

B hikes

walks, climbs

C learn crafts

sew, knit, make, build

D observe wildlife

watch birds, animals, bears

E learn to cook

prepare meals, food

Give a Short Answer

Strategy Circle the question and the key word to determine the kind of answer you need to give.

Tip The order of the answers follows the talk.

- If you see the question word **who**, you will listen for a name or an occupation. You will listen to something that refers to a person. Study the following lists to learn the type of answer required by a question word.

Question Word**Type of Answer**

Who

person or name

What

thing

Where

place

When

time

Why

reason

How much/long

quantity

How often

time

2. Reading (3 Parts — 20 mins each, 60 mins in total)

- You will be given academic and general reading passages, followed by questions that test your comprehension, vocabulary, and analytical skills.
- Develop effective reading strategies such as skimming for main ideas and scanning for specific information.
- Skimming and scanning are essential techniques.
- **Total number of questions:** 40
- **Total time:** 60 minutes

Academic vs General Training:

- **Academic:** Three sections with content from academic contexts.
- **General Training:** Five passages covering general topics.

Key Challenges:

- **Biggest challenge:** Time management.
- **Difficulty level:** Increases with sections but not in a fixed pattern.
- **Scoring:** If your answer is grammatically correct, follows the word limit, and is spelled correctly, you will earn 1 point per question.

General Strategies:

- Read the question once before reading the passage.

Skimming

What is skimming?

Skimming is reading part of a text or a whole text very quickly to get a general idea of what it is about.

When should you skim read?

- the first time you look at a text to build up a 'map' of the text before looking for specific details
- to get a general idea of a long part of a text

How do you skim?

- Read the first and last paragraph of a text.
- Read the first sentence and last sentence of each paragraph.
- Spend between 2-3 minutes.
- Ignore any vocabulary that you don't know.

Scanning

What is scanning?

Scanning is reading through a text quickly to find one specific piece of information.

When should you scan?

- to find part of a text which contains an answer to a question
- to look for one specific piece of information, e.g. a number, a date, a name

How do you scan?

- highlight the keywords in the question
- think of synonyms for these words
- especially focus on numbers, dates, names of people or places
- read through the text to find that specific piece of information

Question Types:

1. Matching Heading:

You will be given a passage divided into paragraphs and need to match each paragraph with an appropriate heading.

Pointers:

- Always attempt this question type first.
- Reading the paragraph first helps in remembering the passage structure.
- Identify the main idea of each paragraph.
- Consider the flow and connectivity of information.

2. True, False, Not Given and Yes, No, Not Given:

You will receive a statement and need to determine its accuracy based on the passage.

Differences:

- **True, False, Not Given (T/F/NG):** Used for factual information.
 - Example: “The sun rises in the east.” → **True**
- **Yes, No, Not Given (Y/N/NG):** Used for opinions.

- Example: “Are you hungry?” → No

Tips:

- Do not write just “T,” “F,” or “NG” — always write the full words.
- Attempt these questions at the end after understanding the passage.
- Expect synonyms and paraphrases in the statements.

3. Matching Features:

You must match a set of statements to a list of options, which are specific features from the text.

- Always understand the question first before looking at the passage.
- Find the answer for one question before moving to the next.
- Sometimes, more than one sentence might be needed to find an answer.

4. Table Completion:

Similar to that of Listening section, but based on reading comprehension.

Key Points:

- Read the instructions carefully to know the word limit.
- Use titles and headings to understand the table structure.
- Rows and columns provide important clues.
- Predict answers using context.
- Sequence is maintained—answers appear in order in the passage.
- Ensure correct grammar and spelling.

5. Flow Chart Completion:

A visual representation of a sequence of events with boxes linked by arrows.

Strategy:

- Pay attention to word count limits.
- The title/heading provides insight into the process.
- Predict missing words based on context.
- Sequence is always maintained as in the passage.
- Use short phrases rather than full sentences.
- Ensure correct spelling.

6. Multiple Choice:

A single question or statement followed by multiple options.

Types:

- **Type 1:** Four Options and One answer.
- **Type 2:** Four+ Options and One+ Answers.

Tips:

- Always read the question first. Then move to the passage.
- Never read the options first.
- Paraphrasing should be expected in options.

7. Summary Completions:

You need to complete a summary based on a section of the passage.

- Passage equal to many paragraphs.
- Single paragraph of the passage is taken as summary.

Types:

- Summary completion without list of words or phrases.
- Summary completion with list of words or phrases.

Strategy:

- Read the instructions carefully.
- Single paragraph is important, not two or three.
- Predict missing words based on context.
- Expect advanced paraphrasing but with no change in meaning or sequence.

8. Sentence Completion:

A single sentence with a blank space that must be filled.

Approach:

- Follow the instructions carefully.
 - Use the verb method to predict words.
 - If multiple blanks are present, locate the first and last blank, then find the answers in between.
-

3. Writing (2 Parts — 20 mins for first task, 40 mins for second task)

- This section requires you to complete two writing tasks.
- Tasks may include describing a graph or chart, expressing an opinion on a topic, or analyzing an argument.
- By this time you exhausted, your concentration is down
- You have to create stamina of concentrating for longer time, this can be done before exam in practicing.

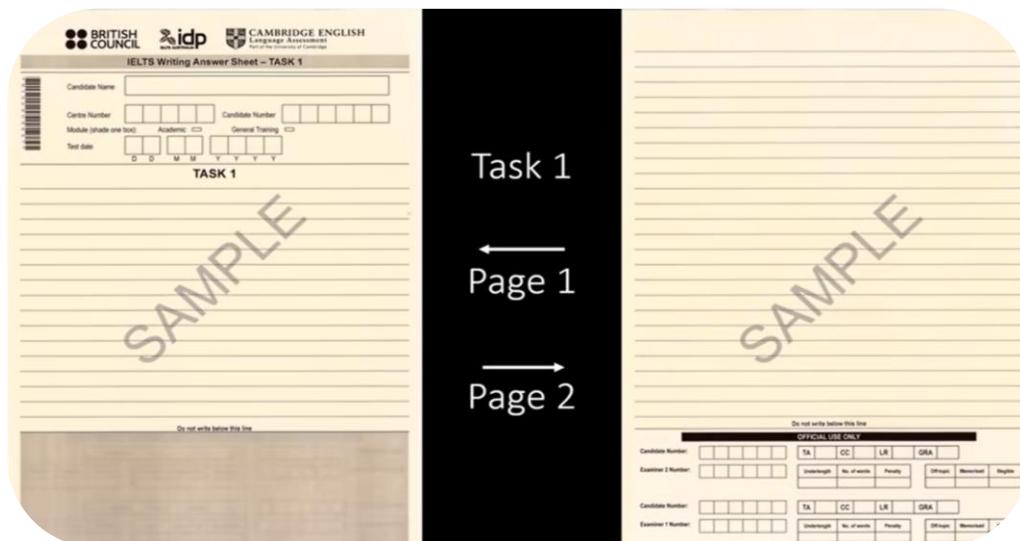
Two different tasks:

	Task 1	Task 2
Time	20 minutes	40 minutes
Words	At least 150	At least 250
Type	Report or Letter (GT)	Essay
Scoring	40 %	60 %

Can't do in Writing:

- Off Topic Response
- Under-length
- Bullet points (Write in the form of paragraphs)
- Memorized or copied (plagiarism)

Answer sheet: (You can ask for extra sheets)



Criteria:

TA/TR – Task Achievement / Task Response

- Task Achievement is Task 1
- Task Response is Task 2

LR – Lexical Resource:

You have to take care of these three things:

- ❖ Quality of words
 - All the words in English are categorized in CEFR (A1, A2, B1, B2, C1, C2)
 - Basic, intermediate and advanced
 - If you use C1 and C2 words, you will definitely get higher bands.
 - How do we know: Vocabulary course ([Link](#)) or Cambridge dictionary?
- ❖ Appropriateness
 - Using the correct word at correct situation and location.
- ❖ Synonyms
 - Use the synonyms

GRA – Grammatical Range and Accuracy

- ❖ Accuracy: Your sentence should be correct grammatically.
- ❖ When the sentence is correct grammatically, then go to range, what kind of level you are using in grammar.
 - Simple sentences
 - Complex sentences
 - Compound sentences
 - Active/Passive
 - Direct/Indirect

CC – Coherence and Cohesion

- When organizing information, consider how different pieces connect logically.
- Coherence: Ensures that your sentences flow smoothly and ideas are well-structured.
- Cohesion: Achieved by using linking words and maintaining logical connections between sentences.
- Follow the subject-verb-object structure, ensuring that the object of one sentence becomes the subject of the next to maintain a natural flow.

Planning Method:

Why Planning:

- You cannot afford to miss planning.
- Do you believe in Multitasking? DO NOT (we do quick switching).
- Plan everything in prior then write.

POWER

- i. P – Planning
 - In planning chose your side: Do not chose emotionally, chose your side rationally, to which side you have more points chose it.
- ii. O – Organizing
 - You are supposed to create boxes, these boxes are like paragraphs first is like introduction, last is conclusion. One paragraph equal to one particular idea.
 - Write the reasons in two to three words with each box.
- iii. W – Writing
 - You just start writing, take care of your handwriting, it has to be just legible (readable).
- iv. E – Evaluating
 - Checking, have I missed any idea, you always write with pencil, you can erase and write later.
- v. R – Revising

 - Checking your spelling and grammar. It's not like evaluating, you just have to read words quickly, not understanding whole paragraph.
 - If you practice properly, this whole method, will not take more than 6 minutes.
 - You can write in question paper, anything you want.

Writing Part 1:

Your will be writing Report

- Consists of 6 types of questions
- All have graphics
- No extra information or opinion

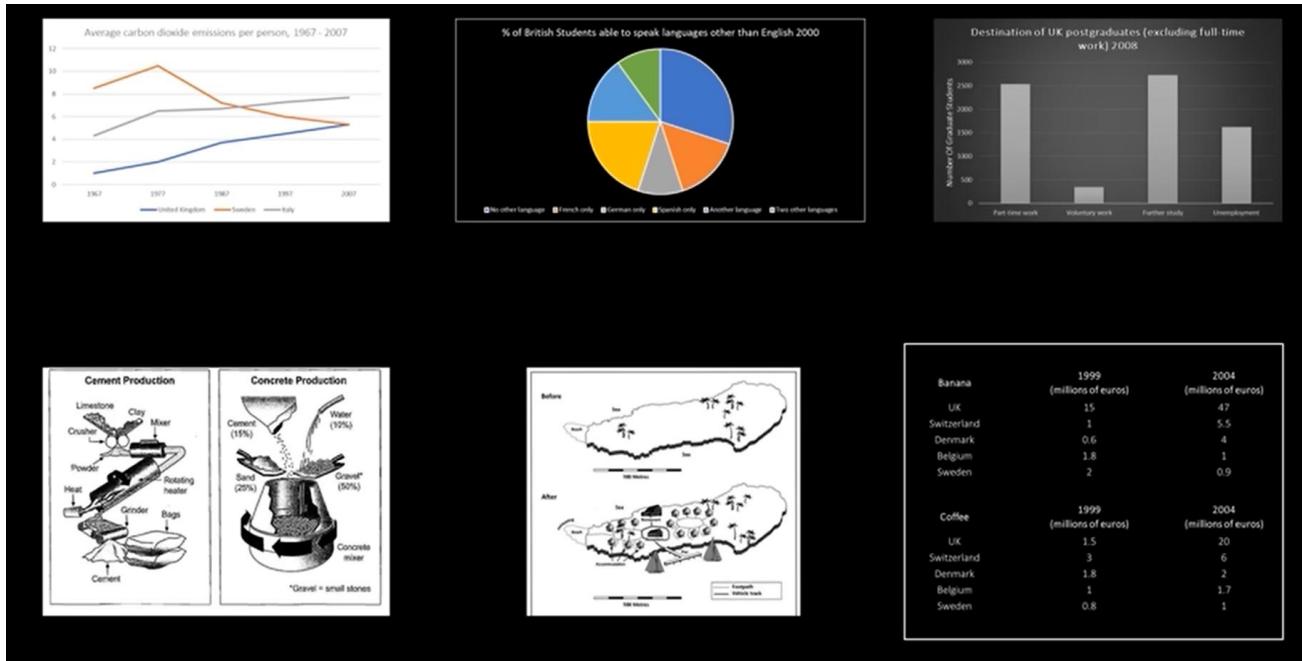
Paragraphs: There are three types of paragraphs you have to write.

1. Introduction of the graphic.
 - Can be single sentence
2. Describe, Compare and Contrast
3. Summarize

Types of Reports:

1. Line Graph
2. Pie Chart

3. Bar Chart
4. Process
5. Map
6. Tables



1. Line Graph and Bar Chart

- In a line graph, identifying and describing trends over time is important.
- In a bar chart, focus on trends as well as group comparisons.
- The title is important for both as it tells you what the graph/chart is about.
- For line and bar chart: first paragraph = describe the graph in short.

Common Trend Types and Vocabulary:

1. Slight Increase:
 - Verbs: expanded, grew, climbed, stepped up
 - Adverbs: moderately, slightly, minimally, slowly, steadily, gradually
 - Adjectives (for nouns): moderate, slight, minimal, slow, steady, gradual
2. Slight Decrease
 - Verbs: reduced, went down, decreased, dropped
 - Adverbs/Adjectives: same as in "Slight Increase"
3. Dramatic Increase
 - Expanded, grew, climbed, rose, stepped up, picked up
 - Adverbs for the verbs: Significantly, rapidly, steeply, substantially, considerably, suddenly, swiftly, quickly, notably, dramatically, sharply
 - Adjectives: Significant, rapid, steep, considerable
4. Dramatic Decrease
 - Collapsed, slumped, crashed, plunged, plummeted

5. Steady (No change)

- **Phrases:** stood at, stayed at, stabilized at, flattened out at, leveled off at

2. Pie Chart:

Written Form	Percentage	Fraction
a half	50%	$\frac{1}{2}$
a third	33%	$\frac{1}{3}$
two thirds	66%	$\frac{2}{3}$
three quarters	75%	$\frac{3}{4}$
a quarter	25%	$\frac{1}{4}$

3. Table

- It could be a single table or two tables.
- Question and table will give you enough information to write the first paragraph.

4. Process Diagram:

- It is a little bit tricky
- Use heading to understand the image
- Understand the flow
- Use verbs → actions
- Words to describe sequence

First,	Then,
Then,	Next,
Next,	Then,
When it is ready,	Finally,

- To describe a process, we usually use the passive voice.
 1. Active voice:
 - ❖ First, clean the door of the chamber.
 2. Passive voice:
 - ❖ First, the door is cleaned.

5. Map:

- Possible words to show change

❖ Reconstruct	renovate
❖ Expand	reduce
❖ Improve	develop
❖ Modernize	add
❖ Extend	remove
❖ replace	

Tips

Use only the information provided in the task. Do not include outside information or your personal opinion.

Always ask yourself the following questions:

- What is this graphic about?
- Which are the most important details?

For the best score

You need to:

- Address all parts of the task.
- Accurately summarize the information.
- Make meaningful comparisons.
- Use correct grammar, spelling and punctuation.
- Write in complete sentences: simple, compound, complex and compound-complex sentences.
- End your paragraph with a brief overview of the information.
- Write in your own words; you will lose points if you copy exact sentences from the task.

Step 1: Plan

Spend about five minutes planning your essay before you start writing. Planning will make sure that you include the most important details from the graphic.

First: Address the task

- In Task 1, you will see a graphic. This graphic can be a bar chart, line graph, pie chart, table or diagram with samples shown in the four following slides. You must identify the type of graphic you see and its main features, describe information shown in the graphic, and make comparisons.

Determine the topic

- In Task 1, you will be asked to write a short essay in which you summarize the information on the graphic selecting and reporting the main features and comparing them.
- To identify the main details of the graphic, first read the task and recognize the type of graphic. Second, read the title of the graphic and scan the features. Ask yourself *Who? What? Where? When?* questions in order to focus your thoughts.
- Make notes on:
 - Task
 - Type of graphic
 - Title of graphic
 - Features: Who? What? When? Where?
 - Topic sentence

Graphic type: bar graph

Title: Average Daily Sales, by Number of Servings

What? average daily sales

When? winter and summer

Topic: the average number of servings of certain food items sold daily in the winter and in the summer

Use your bar-graph notes to create a topic sentence

Notes

Graphic type: Bar graph

Title: Average Daily Sales, by Number of Servings

Topic: The average daily sales of selected food items in winter and summer

Topic Sentence: The bar graph shows how many servings of certain food items sold on average every day in two different seasons at the Vista Cafe.

- Do NOT copy exact phrases and sentences from the task and graphic title.
- Paraphrase by using other phrases and synonyms to express the same ideas.

Step 2: Write

- After you plan, you are ready to write. You will use your notes about the task, topic, comparisons (in a moment), and details as a guide. You should spend about 12 minutes writing a short three or four paragraph essay: a short introduction, one or two short body paragraphs, and a short conclusion. Your goal:
 - Two-sentence **introduction**: A topic sentence that summarizes the information in the graphic, and a second sentence that makes a general statement about the relationship of the data
 - Four to seven sentences in each of the one or two **body paragraphs** including a topic sentence and details/comparisons
 - One or two sentence **conclusion** that is a summary including the most important change.

Introduction

- ✓ **The introduction** tells what you will write about. In your introduction, tell *what you will summarize and compare*.
- **The first sentence** tells what the graphic is about. If it is difficult for you to write it on your own, you can simply paraphrase a couple of words from the prompt. Just make sure NOT to copy every single word.
- **The second sentence** tells what you will compare (*average number of sales of each items*) and how you will compare them (*changed with the season*).

Example prompt:

The graph below shows the average daily sales of selected food items at the Vista Café, by season.

Summarize the information by selecting and reporting the main features, and make comparisons where relevant.

First sentence/paraphrase:

The **bar chart** below **demonstrates** the average daily sales of **certain** food items at the Vista Café in **different times of the year**.

Second sentence/overall trend:

It can be seen that the average number of sales of each item **changed** with the season.

Express the main idea of each body paragraph

- When you planned your essay, you made notes that you can use to compare and give details. Now you will turn these notes into paragraphs for the body of your essay. You will write one paragraph about each comparison.

Write the Main Idea

Begin each paragraph with a main idea that summarizes the comparison you are making.

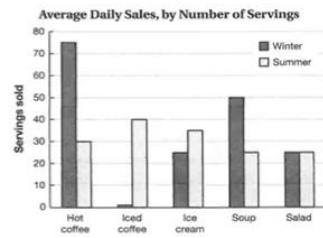
Below are sample main ideas each with a focus comparison:

Comparison for Paragraph 1:

The average daily sales of selected food items in winter.

Comparison for Paragraph 2:

The average daily sales of selected food items in summer.



Supporting details

- The main idea of each paragraph is followed by details that support it. Use your notes about details to write statements that support the main idea.

On the next slide, look at how the notes for the first comparison on the graphic have been turned into the supporting details of a paragraph.

Putting the main idea and details together

Body Paragraph 1 sample plan:

Topic: The average daily sales of different food items in winter.

Important details:

1. Highest number of sales: hot coffee - 75
2. Second highest number of sales: soup - 50
3. Next number of sales: salad and ice cream - 25 each
4. Lowest number of sales: iced coffee - almost 0

Sample Body Paragraph 1 main idea: Certain food items had much higher sales than others in the winter.

Supporting details: *Hot coffee had the highest number of sales with an average of 75 servings sold daily. The item with the second highest number of sales was soup with an average of 50 servings sold daily. Salad and ice cream had average daily sales of 25 servings each, and iced coffee had the lowest number of sales with close to zero servings sold daily.*

Body Paragraph 2 sample plan:

Topic: The average daily sales of different food items in summer.

Important details:

1. Highest number of sales - iced coffee - 40
2. Second highest number of sales - ice cream -35
3. Hot coffee sales - 30
4. Lowest number of sales - soup and salad - 25 each

Sample Body Paragraph 2 main idea : The sales numbers for each food items were different in the summer than what they were in the winter.

Supporting details: *Iced coffee sales rose significantly to an average of 40 servings sold daily. The item with the second highest number of sales was ice cream, with an average of 35 servings sold daily. Sales of ice cream go up in the summer when the weather is hot. Hot coffee fell to daily sales of just 30 servings. Soup and salad had the lowest number of sales, with 25 servings sold daily on average.*

Write the conclusion

- In the introduction you made a general statement about the comparisons you planned to make. In the conclusion, you sum up the ideas you developed in your essay. The conclusion is a restatement of these ideas.

Look at the following introduction and conclusion from a previous essay about the graphic.

Introduction

The bar graph shows how many servings of certain food items sold on average every day in two different seasons at the Vista Cafe. The average number of sales of each item changed with the season.

Conclusion

In general, the average daily sales of each food item changed depending on the season. Certain items were more popular in the winter, but certain others were more popular in the summer.

The complete sample essay

The bar graph shows how many servings of certain food items are sold on average every day in two different seasons at the Vista Café. The average number of sales of each item changed with the season. **(37 words)**

Certain food items had much higher sales than others in the winter. Hot coffee had the highest number of sales, with an average of 75 servings sold daily. Following this, the item with the second highest number of sales was soup, with an average of 50 servings sold daily. Salad and ice cream had average daily sales of 25 servings each, and iced coffee had the lowest number of sales, with close to zero servings sold daily. **(77 words)**

The sales numbers for each food item were different in the summer compared to winter. Iced coffee sales rose significantly to an average of 40 servings sold daily. The item that had the second highest number of sales was ice cream, with an average of 35 servings sold daily. Hot coffee sales fell to just 30 servings daily. Soup and salad had the lowest number of sales, with 25 serving sold daily on average. **(74 words)**

In general, the average daily sales of each food item changed when the season changed. Certain items were more popular in the winter, but certain others were more popular in the summer. **(32 words)**

Total number of words: 220

Step 3: Check and revise

Official IELTS Rubric:

https://takeielts.britishcouncil.org/sites/default/files/ielts_task_1_writing_band_descriptors.pdf

Summary from the official IELTS rubric:

Addressing the Task

- Thesis Statement
- Main Ideas

Coherence

- Main Idea - Paragraph
- Supporting Details

Cohesion

- Introduction - Conclusion
- Transition Words

Lexical Resource

- Vocabulary Variety
- Spelling

Grammatical Range and Accuracy

- Sentence Variety
- Accuracy

Writing Part 2:

Time

You will have 40 minutes to complete the writing task 2 of the test. Divide your time as follows:

Total time	40 minutes
Total number of words	250 words

Step 1	Plan	10 minutes
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Step 2	Write	25 minutes
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Step 3	Revise	5 minutes
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Parts of an Essay:

Three main parts in an essay

1. Introduction
2. Body Paragraphs
3. Conclusion

The introduction should be one paragraph, the body section may have multiple paragraphs, and the conclusion should also be one paragraph.

Introduction Paragraph:

- Important as it is the first impression.
- Question should be understood first, before you proceed with answer.
- Question have statement, type and general information
- Any statement which you have in your essay would be a fact or opinion or combination of both.
- **Sentence 3:** Your opinion or view on the topic.
 - However, I believe otherwise.
 - However, I don't think this is correct.
 - However, I totally disagree with the statement.
 - Or
 - I believe the same.
 - And I totally agree with the statement.
- Maximum four sentences are enough in your Introduction paragraph.

Introduction

Your introduction part has to contain *three things* in order to attain a good score and complete one of the requirements of the task 2.

Describe the topic (paraphrase your prompt; tell the reader what the essay is about)

Thesis statement (tell the reader what type of essay you have; 5 types of essays: agree or disagree, advantages and disadvantages, problems and solutions, two question essay, both views and your opinion, etc.)

Main ideas/*specific reasons* for your thesis statement (tell the reader why you agree or disagree by providing specific reasons that you will explain in your body paragraph)

Example:

Prompt:

In some parts of the world, the rate of divorce has increased dramatically over the past few decades.

Explain some possible reasons for this problem and suggest some solutions.

The divorce rate is increasing in many places. I believe that the breakdown of the extended family and the stresses of work are the major causes of this situation. Fortunately, although these issues have led to a rise in the divorce rate, there are ways we can solve this problem.

(50 words)

Body paragraph:

- No more than one concept per paragraph.
- Power Method
- Structure: (template)
 - Four parts (four sentences)
 - Topic Sentence
 - Explanation
 - Example: (are the pillar of the concept)
 - Three types of examples possible
 - Your experience
 - Known experience (friends or family)
 - General knowledge (much better - but should be correct)
 - Conclusion

- **Connecting Body Paragraphs:** All the body paragraphs will be written in the same way or in the same structure but these body paragraphs have to be connected (cohesive).
- **Types of Connector:**
 - List of two ideas
 - Second paragraph, start with **Moreover** or **In addition to**, ...
 - This is how we connect body paragraphs when we have two ideas of same type.
 - List of more than two ideas
 - Firstly, (first paragraph). Secondly, (second paragraph). Finally/lastly (last paragraph)
 - Contradicting ideas
 - In this case you should use words like: However, on the other side, in contrast.

Step 2: Body paragraph

Once you have written your thesis statement and shown the reader how you plan to develop your essay, you have the basis for writing your body paragraph. You should use the main ideas and supporting details from your outline to write the sentences for each paragraph. Of course, you must use correct grammar and spelling and show variety in your vocabulary and sentence types.

TIPS

- Try to use all four types of sentences (Simple Sentence, Compound Sentence, Complex Sentence, and Compound Complex Sentence)
- Do not use academic words if you don't know how to use them in the sentence
- Ask yourself in what tense you are writing your essay

Example of the body paragraph:

BP 1/Main Idea 1: Breakdown of the extended family

Past – family helped with child care
 Past – family helped with expenses
 Now – people don't have this support

In my opinion, the biggest cause for divorce is the breakdown of the extended family. In the past, a family was made up of parents, grandparents, children, and other relatives. This meant that there was always somebody available to help with child care. It also meant that expenses could be shared in times of financial difficulty. These days, people do not have this kind of support from their families, and this puts more stress on a marriage. (77 words)

Conclusion:

- Last but not the least important.
- Structure (template):
 - Three parts (three sentences must be there)
 - Concluding words and phrases
 - It can be concluded that,
 - All in all, it can be said that,
 - At the end of the picture,
 - First sentence would be the same which we use in introduction (Opinion).
 - Reasons or Details (Body Paragraphs in short)
 - Closing: It must be something nice

Conclusion:

A good conclusion briefly sums up the ideas you developed in your essay. It is a restatement of the thesis and main ideas you laid out in your introduction. It usually sounds stronger with its opinion and more convincing than introduction.

Introduction

The divorce rate is increasing in many places. I believe that the breakdown of the extended family and the stresses of work are the major causes of this situation. Fortunately, although these issues have led to a rise in the divorce rate, there are ways we can solve this problem.

Conclusion

There are a lot of demands in modern life that place stress on marriage and lead to divorce. However, people can choose to make changes to their lifestyle that can result in a better, stronger marriage. (36 words)

Essay Types:

1. Agree or Disagree
2. Advantages and Disadvantages
3. Discuss two points of view and give your suggestion
4. Suggest solutions to a problem
5. Answer two questions

Useful words and phrases:

I think
I believe
I feel
I consider

In my experience
In my opinion
It is my belief that
From my point of view

Common Transition Words and Phrases

First

In the first place

Therefore

The main advantage is

Finally

Another advantage is

To sum up

Another reason is

Second

In the second place

Moreover

Then

Also

In addition

So Additionally

Furthermore

On the other hand

However

4. Speaking (3 Parts — 15 mins in total)

- This is a very crucial round and is often considered difficult by candidates. In this section, a one-on-one interview takes place between the examiner and the candidate to test the overall communication skills of the candidate.
- It will take 11 - 14 minutes in total.

It is divided into three different parts.

Part 1 - General Questions About Yourself and Everyday Situations

Everyday Vocabulary

Verb Tense

Part 2 - Speak on a Topic Given by the Examiner

Introduce Your Talk

Pay Attention to Question Words

Personal Feelings

Part 3 - Conversation on Abstract Topics

Introduction

Supporting Details

Clarification

Part 1: Introductory Questions

- The examiner will ask basic questions about yourself, such as your work, studies, hometown, hobbies, etc.
- Only giving reasons all the time is not enough. You should include a variety of elements in your answers to show natural, fluent speaking.
- Aim to include:
 - A reason
 - A specific detail or example
 - A reference to the past or future
 - (Optional) Combine these to form a natural response
- Use all of these elements interchangeably to make your answers dynamic and engaging.
- **Example:** What is your favorite fruit?
 - You answer will not be directly like apple, you should say “My favorite fruit is apple because I really enjoy its sweet taste and like its texture as well. It’s also packed with vitamins, and since I try to follow a healthy diet, I eat apples quite regularly.”
 - You are supposed to speak 3 to 4 sentences
 - Longer answer
- **Sample Questions (Part 1):**

- Do you work or study?
- Do you enjoy your work?
- Would you like to change your work or study?
- Do you consider your work difficult?
- What city are you from?

You can ask for extra time, when you get stuck or you did not understand question:

- Hmm, interesting question, I never thought about it, can I get few seconds.
- Hmm, I need to think about it, just give me few seconds.

Part 1 - Everyday Vocabulary

Strategy Know the vocabulary to talk about yourself and everyday situations.

Tip Don't give short answers. Give one or two sentence answers. Don't memorize answers. Knowing nouns and adjectives for each of the topics will be very helpful.

Speaking Part 1 Common Topics List:

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Work • Study • Hometown • Home • Art • Birthdays | <ul style="list-style-type: none"> • Going Out • Happiness • Music • Sport • Pets • Neighbours | <ul style="list-style-type: none"> • Weather • Transportation • Hobbies • Newspaper • Reading • Shopping |
|---|--|--|

Part 1 Example Prompt

Part 1 Introduction and interview

[This part of the test begins with the examiner introducing himself or herself and checking the candidate's identification. It then continues as an interview.]

Let's talk about your home town or village.

- What kind of place is it?
- What's the most interesting part of your town/village?
- What kind of jobs do the people in your town/village do?
- Would you say it's a good place to live? (Why?)

Let's move on to talk about accommodation.

- Tell me about the kind of accommodation you live in?
- How long have you lived there?
- What do you like about living there?
- What sort of accommodation would you most like to live in?

Part 2 Card Task (3-4 minutes):

- You will be given a cue card with a topic and some guiding points.
- You'll have 1 minute to prepare your answer.
- Then, you must speak for up to 2 minutes.
- This part is not a conversation – it's a monologue, so the examiner will just listen without interrupting.
- **Sample Cue Card Question:**
 - Describe a teacher you like at school.
 - You should say:
 - Who they were
 - Why you liked them
 - When you met them last time

Part 2 - Speak on a Topic Given by Examiner

Introduce Your Talk

Strategy Introduce the main idea to your talk using key words from the first sentence of the topic. Introducing the main idea will help you organize your thoughts and will help the examiner follow your ideas.

Tip Talk a lot and talk spontaneously.

→ During this task, you need to speak for TWO minutes. Try to speak until examiner asks you to stop.

- I am going to talk about or I'm going to discuss about.
- Well, without further ado, I'll start describing ~~the book that left a strong impression on me~~

Part 2 Example Prompt

Part 2 – Individual long turn

Candidate Task Card

Describe something you own which is very important to you.

You should say:

where you got it from
how long you have had it
what you use it for

and explain why it is important to you.

You will have to talk about the topic for 1 to 2 minutes.
You have one minute to think about what you're going to say.
You can make some notes to help you if you wish.

Rounding off questions

- Is it valuable in terms of money?
- Would it be easy to replace?

Taking Notes

Describe a trip you have taken recently.

You should say:

where you went
who went with you
why you went there

Notes

Where	about 40 km from home
Who	my entire family
Why	visit to our grandparents

Personal Feelings

→ The last part of the Part 2 will ask you to explain something about your personal feelings about the topic, for example, why it is important to you or why you like it.

Strategy Think of three logical responses to the questions; then say a couple of sentences about each one.

Tip Don't memorize your response. Talk naturally, and try not to be nervous.

Part 3: Discussion (4-5 minutes)

- This part is similar to Part 1, but the questions are more general and not about your personal life.
- The discussion is usually related to the topic you received in Part 2 (the cue card).
- You will be asked follow-up questions — typically 4 to 5, sometimes up to 7–8.
- **What to Expect:**
- The questions will be more analytical or opinion-based, focusing on broader societal or cultural issues.
- **Examples:**
 - Describe an article you found interesting.
 - Describe an event you recently attended.
- You are expected to give longer and more detailed answers than in Part 1.
 - Aim for 4 to 5 sentences per answer (rather than just 2–3).
- This part is a two-way conversation, so the examiner might ask follow-up questions based on your response.
- **Questions:**
 - Is teaching preferred by youngsters in your country?
 - Are private schools more famous than public schools in your country?

Part 3 - Conversation on Abstract Topics

→ The examiner may ask you a few questions on a topic from Part 2 if there is time left. Then, she or he will make a transition to Part 3. The purpose of Part 3 is to get your opinion on abstract topics related to the Part 2.

Part 2	Personal question	Describe your favorite holiday.
	Transition	You've just talked about holidays. Now I'd like to discuss this topic more generally. First, let's talk about the importance of observing holidays.
Part 3	Abstract question	Do you think that it is important to observe holidays?

Clarification

Strategy

You should always directly answer a question. If you are not sure you understand the question, ask for clarification. Don't give an answer that is not relevant to the question.

Tip

Asking for clarification gives you some extra time to think of a good answer.

Common phrases to ask for clarification

Do you mean..
Do you want me to say...
If I understand you correctly, you want to know...
You're asking me if...
You'd like me to give you...

- You just have to remember a couple of them, like two or three

Few things you have to understand, you have to work on:

- ❖ Vocabulary: Quality, Synonyms, Appropriate uses
- ❖ Grammar: Range, Accuracy, Specific parts
- ❖ Structure of ielts, Criteria

English Phrases for Prediction:

- ❖ I foresee that...
- ❖ It's likely that...
- ❖ Based on current trends, I predict that...

Speaking Tips

- Keep talking. The examiner needs to hear you use English. Don't be shy.
- Don't worry about small mistakes. You will make mistakes, but don't worry about them. Even native speakers make mistakes. Correct your mistakes if you can and keep talking.
- Don't try to memorize responses. Just speak spontaneously and naturally.
- Don't worry about a particular Part. Your score is a composite of all three Parts, not just one.
- Take advantage of your preparation time in Part 2.
- Don't worry if the examiner stops you. Each part has a time limit.

❖ Thank you very much for your time. I enjoyed talking with you. Good Bye!

What is your full name?

My full name is -----, but most people just call me -----.

Where is your home town?

Actually, I'm from a small village called -----, which is in District -----. It's a quiet and natural place where people live a simple life.

- The city ----- is just 11km away and it's not very big, but it has everything you need — markets, schools and hospitals.
- As I mentioned ...

What is your favorite fruit?

My favorite fruit is apple because I really enjoy its sweet taste and like its texture as well. It's also packed with vitamins, and since I try to follow a healthy diet, I eat apples quite regularly.

Criteria:

- These are the rules that will guiding you.
- These are four in total

1) Coherence and Fluency:

Coherence:

- How structured your speech is?
- Do it making sense to other person listening?
- Is it easy to understand?

Fluency:

- What is your pace of speaking?
- How easy it is for you to speak in that language?
- Pauses: You are not taking long pauses.
- It is biggest factor.

2) Lexical Resources:

- Have three things in them;
 - Vocabulary (Quality) (Level: a1, a2, B1, B2, C1, C2) cefr
- Search for Cambridge dictionary: you will recognize level of word.
- Video: (all necessary words)(separate video)
 - Synonyms
- You cannot use same words again.
- Basically, fundamentally, generally, normally ...
 - Appropriate words
- Meaning of good to be pleasant, blessed,
- When to use which word it is differently.

3) Grammatical Range & Accuracy:

- Tenses
- Complex and compound sentences
- (Different video for grammar)

4) Pronunciation

- It shows how good you understand the native language.
- How do you pronounce each word?
- It is separate from accent.

Remember, without these you cannot score well.

IELTS GRAMMAR:

Parts of Speech:

How you categorize each word in a sentence.

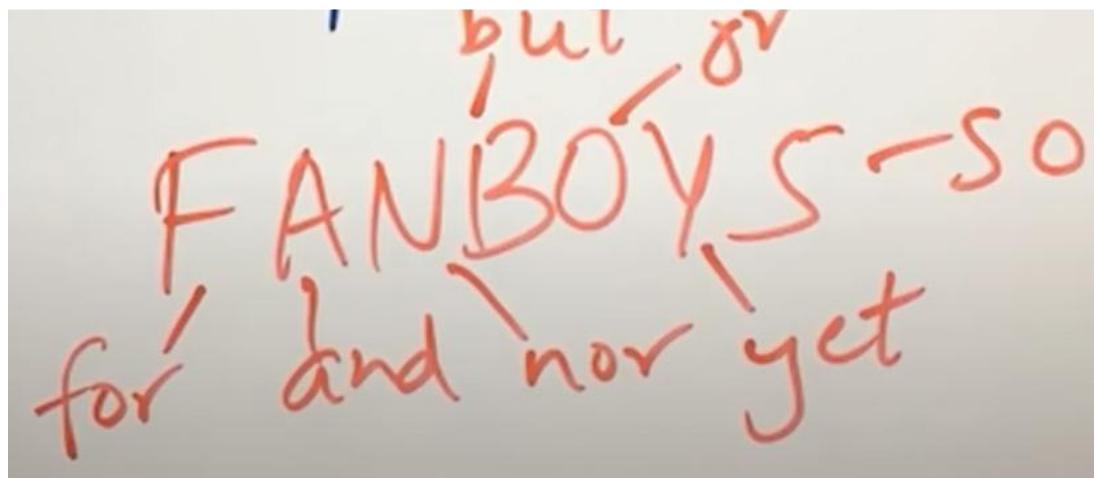
1. **Noun:** Name of a place, person, thing or idea.
2. **Pronoun:** A word which can be used instead of noun is called pronoun.
For example: I, we, you, he, that, which, etc.
3. **Adjective:** A noun can be enhanced or being given information and can be qualified with an adjective.
For example: Small car, Fast bowler.
4. **Verb:** Actions are the verbs.
5. **Adverb:** Qualify the verb just like adjective for nouns, sometimes they also qualify adjectives.
For example: Slowly, completely etc.
6. **Prepositions:** To show positions or locations
For example: On, in, under, across etc.
7. **Conjunctions:** The words that combining something.
For example: And, but though, or etc.
8. **Interjection:** The words which are used to show feelings.
For example: Oh no!

Sentence have three things: Two are mandatory (subject, verb)

1. Subject
2. Verb
3. Object

Types of sentences:

- **Simple Sentence:** Sentence which have a single clause and it make full sense as well in them.
 - a. Sentence make full sense, but clause generally doesn't make full sense (it does sometimes).
- **Compound Sentence:** When a sentence consist of two parts and they are independent of each other.
 - **Dependent sentence:** A sentence which is dependent on other sentence or clause.
 - For example: Though I am week, I will win.
 - **Independent sentence:**
 - For example: I am going now and I will be back soon.
 - **Coordinating Conjunctions:** if you are using any of them, which are called coordinating conjunctions, you are forming compound sentence.
 - E.g. for, and, nor, but, or, yet, so



- **Complex Sentence:** When a sentence consists of two parts and if one of them has to be dependent on other part.
When we have one dependent clause.
For example: Although if it is raining I will be going home
Subordinating conjunctions:
For example: Although, as, because, hence, until, when, whenever

Active and Passive Voice:

- Whenever a subject does and takes the action it is active.

For example: I give him a book

- When action is performed on the subject. (Passive)

For example: He was given a book by me.

- When you don't know the subject, we use passive voice
- No subject – use passive voice
- Or subject is of no use: use passive
- For example: Bank was robbed

Collocation:

How two words combine to make sense?

1. Noun + Noun

- round of applause
- cease fire

2. Noun + Verb

- plane took off
- business went broke

3. Verb + Noun

- making my bed
- do my laundry

4. Verb + Adverb

- remember vaguely
- walk slowly

5. Adverb + Adjective

- Fully aware

6. Adjective + Noun

- they are most common
- slow car
- big house

7. Prepositional phrases

- Run out of money.

Punctuation

Full Stop/Period (.)

Full stops/periods have three distinct uses:

1. To mark the end of a sentence
Ex.: The cat is completely black.
2. To indicate abbreviated words
Ex.: The teacher will be John Smith (B.A.).
3. To punctuate numbers and dates
Ex.: All assignments should be submitted by 6.15.21.

Colon (:)

1. A colon can be used to indicate that a list, quotation or summary is about to follow.
Ex. Buy these things: a bag of peanuts, two loaves of bread, and a pound of steak.

2. A colon can also be used to separate an initial sentence/clause from a second clause, list, phrase or quotation that supports the first in a particular way.
Ex.: Writing an essay is not easy: you have to do a lot of research.

Apostrophe (')

Apostrophes (‘) are used in the IELTS essay for possessive forms of nouns and indefinite pronouns.

1. To show possession in a plural noun that ends in an -s, add only an apostrophe (‘).

students' report

the neighbors' dog

students' assignments

2. Add an apostrophe and an -s ('s) to show possession in a plural noun that does not end in s.

women's wages

children's drawings

geese's feathers

3. Use an apostrophe and an -s ('s) to show the possessive form of indefinite pronouns.

everyone's paper

someone's wallet

anybody's turn

?

Parentheses ()

Parentheses are used to set off information within a text or paragraph. Parentheses always come in pairs. Typically, the words inside the parentheses provide extra information about something else in the sentence.

Parentheses are useful, especially for quoting statistics in Writing Task 1, but do not overuse them.

Ex. The total number of cars (10).

Tip: Exclamation mark ! /

Question mark ? /

Do not use exclamation marks in the IELTS Writing Test and avoid asking questions.

Result:

- Up to 3 days for Computer-based.

Key Tips and Information:

- Passport/CNIC must for Registration of IELTS.
- Set aside dedicated time each day to complete timed writing tasks under exam conditions.
- Cultivate a habit of reading English newspapers, magazines, and academic articles.
- It all depends on how focused you are during the exam than the actual knowledge in English. IELTS is a very tricky and you need to know the strategies to get a good score.
- On the big day, stay calm, and remain focused. Listen carefully during the Listening section, skim and scan efficiently during Reading, organize your thoughts before writing essays, and speak clearly and confidently during the Speaking section.

- Before you get started with your IELTS preparation take a practice test to begin with. Taking this practice test will help you identify your strengths and weaknesses.
 - Listen to podcasts
 - Focus on building your vocabulary and grammar skills. A wide range of vocabulary will allow you to express your ideas more effectively while using appropriate grammatical structures.
 - Your English speaking skills are measured on a scale of 1–9. This scale or these scores are known as 'bands'.
-

General Tips:

1. **Practice Consistently:** The more you practice, the better you'll get.
 2. **Daily Mock Tests:** Try to solve at least one mock test for each section every day.
 3. **Focus on Weak Areas:** Identify your weaker sections and practice those types of questions more.
 4. **Utilize British Council Resources:** If you register for the British Council IELTS test, you gain access to a wealth of free and premium resources, including notes and mock tests—these are incredibly helpful.
 5. **Explore Additional Practice:** Websites like ([Link](#)) offer extensive mock tests that are also valuable for practice.
 6. **Learn the IELTS Pattern:** Watch this course to familiarize yourself with the test pattern and basic tips and tricks. [Link](#)
-

Section-Specific Tips:

A. Listening and Reading:

These are the easiest sections to score full marks. Maximize your band score here with consistent practice.

Make sure to:

1. Practice in a quiet environment.
2. Focus on difficult question types, like map questions.
3. For Reading, practice skimming and use the highlighter feature to mark key points.

B. Writing:

1. Watch these sessions for valuable insights. [Link](#)
2. Use ChatGPT as an IELTS checker. Provide your essay prompt and response and ask it to highlight mistakes and suggest improvements.
3. Study top IELTS 9-band essay samples available online for inspiration.

C. Speaking:

1. Practice is the key.
2. Utilize mock tests and consider using ChatGPT or similar chatbots to engage in conversations, then ask for an assessment of your performance.

C2 Vocabulary List (Easy to Learn & Practice)

1. Expressing Opinions / Arguments

Word	Meaning	Example Sentence
Assert	To state firmly	I assert that education should be free.
Contend	To argue or claim	Many experts contend that climate change is man-made.
Advocate	To support an idea	I advocate for more investment in public transport.
Rebut	To argue against	She calmly rebutted all the accusations.

2. Making Comparisons / Emphasis

Word	Meaning	Example Sentence
Analogous	Similar or comparable	The two situations are analogous in many ways.
Paramount	Most important	Health is of paramount importance.
Invariably	Always, without exception	He is invariably late for meetings.
Striking	Very noticeable or impressive	There is a striking difference between the two cultures.

3. Describing Change / Effects

Word	Meaning	Example Sentence
Transform	To change completely	The policy could transform the economy.
Undermine	To weaken gradually	Corruption can undermine trust in government.
Mitigate	To reduce or lessen	Steps must be taken to mitigate the effects of pollution.

4. Describing Trends / Data (Writing Task 1)

Word	Meaning	Example Sentence
Surge	Sudden increase	There was a surge in sales in July.

Word	Meaning	Example Sentence
Plummet	Rapid fall	The number of tourists plummeted during the pandemic.
Fluctuate	To change up and down	Prices fluctuated throughout the year.
Stagnate	To stop growing or progressing	The economy stagnated during the crisis.

C2 words:

Revive:

Chill: a feeling of cold

Sedentary: involving little exercise or physical activity

Incentive: something that encourages a person to do something

Assert:

Venture: an undertaking involving uncertainty as to the outcome, especially a risky or dangerous one

Plethora: a very large amount of something (There's a plethora of books about the royal family).

Engrossed: giving all your attention to something

Feat: something difficult needing a lot of skill, strength, courage, etc. to achieve it (The Eiffel tower is a remarkable feat of engineering).

Meticulous: very careful and with great attention to every detail:

Acknowledgment / Resources:

Official IELTS websites, Websites like the British Council and Cambridge English offer free IELTS preparation resources.

YouTube Video: <https://www.youtube.com/watch?v=Jzps8q2es7c>

IELTS course: [Specialization on Coursera](#).

For Speaking: [Link to Playlist](#), [Link to Website](#)

For Writing: [Link to Playlist](#)

Websites for Practice: [ieltonlinetests.com](#), [britishcouncil.gelielts.com](#)