**Do’s**

Use correct punctuation for writing tasks: full stops, capital letters, commas, etc

Answer the question. If the question asks you to write or speak about sport, write or speak about ‘sport’

NOT ‘science’

Keep strictly within the word limit given for writing tasks

Respond quickly and keep speaking during speaking tasks. The microphone will close after 3 seconds of

silence and stop recording

**Don’t**

Write ENTIRELY in capital letters. Only use capitals when needed: at the beginning of sentences,

names, etc

Click Next before you have completed the task and are ready to move on

SPEAKING : READ ALOUD