**Priority: WFD> RS> RA> SST >WE >FIB(read)> others**

**Describe Image template:**

Note: speak complicated numbers simply, eg. 7,775,332 = 7 million. Ignore words difficult to pronounce. Speak for 25-35 s.

This picture gives much information about element 1,

From the picture, it is clear that element 2 as well as element 3 are very important,

From the picture, it is clear that element 4 as well as element 5 are very important,

From the picture, it is clear that element 6 as well as element 7 are very important, (option)

From the picture, it is clear that the largest and the smallest.

In conclusion, the picture is very informative.(option)

**Retell Lecture template:**

Note: Write down content words/phrases clearly (to read). Discard unclear ones before recording, repeat clear ones in speaking. Fluency! Ignore grammar!

The lecture gives much information about element 1,

From the lecture the speaker said the importance of element 2 and element 3,

After that the speaker said the importance of element 4 and element 5,

From the lecture the speaker said the importance of element 6 and element 7,

In conclusion, the lecture is very informative on element 8.(optional)

**Summarize Spoken Text template:**

Note: Grammar is the most important thing here. Don’t worry about inaccurate content. Use the template when you don’t have enough content to write.

This lecture is mainly about\_<noun/sentence>\_\_. Firstly, the speaker talked about\_\_<your phrase>\_\_. He/She also mentioned that\_\_\_<your sentence>, and\_\_\_<your sentence>\_\_\_. Lastly, the speaker said that \_\_\_<your sentence>, and\_\_\_<your optional sentence >\_\_\_. In conclusion, the speaker left important note on\_\_\_<your phrase>\_\_\_.

**Writing Essay template:**

Note: Keep grammar correct with embedding your topic related phrases. Be动词形式/单复数/动词时态拼写/定冠词。 Logic is useless here.

Although such topics never will yield a consensual agreement, a constructive dialogue on\_\_\_\_\_\_can lead to thought-provoking discussions. My view is that, irrespective of the numerous arguments that exist on either side, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This essay discusses the advantages and disadvantages of the above statement.

There are plenty of reasons in favour of my viewpoint. First and foremost, nobody can deny the simple fact that\_\_\_\_\_\_\_\_\_. This is because\_\_\_\_\_\_\_\_\_\_\_\_\_. For example, \_\_\_\_\_\_\_\_\_\_\_. Therefore, my stance is constructively justified.

Another interesting point is that\_\_\_\_\_\_\_\_\_\_\_. This is mainly due to the fact that \_\_\_\_\_\_\_\_. To quote an example, the research conducted by the department of the American society also reflects on the similar line and hence, it can be said that the proposition is convincingly justified.

In conclusion, never should we neglect what we have discussed above. Nowadays, more and more people are focusing on\_\_\_\_\_\_\_\_. I do hope this essay can provide them with some insights.