

## The Writing Process – Task 2

---

You can use this page to help you review the four main steps of the writing process for Task 2. Note that you will **not** be able to bring this on test day.

### Key Steps of Writing Task 2

#### Brainstorming

- Divide your notepaper into parts.

	Option A	Option B
+		
-		

- Make notes for the advantages and disadvantages for each option.

#### Making an Outline

- Check your ideas (advantages/disadvantages) for each option and see which option you can support better.
- Decide which points you can use to more strongly support your preferred option.
- See if you can use the other option to support your preferred option.

#### Writing

- Address your email to the recipient (if there is one).
- Write a short paragraph stating your preference and how many reasons you have to support your choice.
- Use transitional phrases to help readers follow the flow of your ideas—at the beginning of each paragraph and within paragraphs.
- Write a sign-off to your response if you have used a greeting at the beginning.

## Checking Your Work

- Check your word count.
- Check your writing for word choice, punctuation, and grammar.
- Change any repeated words and expressions.
- Check for transitional words.