

Writing Overview: Summary Notes

WRITING TASK FORMAT

WRITING TASK	WORD COUNT
Task 1: Writing an Email	150-200 words
Task 2: Responding to Survey Questions	150-200 words

WRITING TASK CONTENT

WRITING TASK	CONTENT
Task 1: Writing an Email	Write an email about a day-to-day situation.
Task 2: Responding to Survey Questions	Respond to a survey and explain the reasons for your choice.

QUICK TIPS

- The total test time is about an hour; you've got around half an hour for each task.
- Remember to use spellcheck as you write.
- Aim for close to 200 words in your responses.
- Take a few minutes at the beginning to plan your response, and take a few minutes at the end to review what you've written.
- Always follow the instructions fully; if an idea doesn't relate to the instructions, don't mention it!
- Use transitions between ideas.
- Separate main ideas into different paragraphs.
- Listen and look for new words on a daily basis. Write these down in a journal to build up your vocabulary.