

LECTURE NOTES

Employability Skills (303193353)

IELTS Writing

Learning Objectives

By the end of this lecture, students should be able to:

1. Understand the format and structure of IELTS Academic Writing Tasks 1 and 2.
2. Identify and apply academic vocabulary, cohesive devices, and complex grammar structures.
3. Analyze and describe visual data effectively.
4. Develop well-structured essays using reasoning, evidence, and examples.
5. Recognize various essay types and apply suitable writing strategies.
6. Avoid common errors related to word count, time management, and topic relevance.

IELTS Writing Overview

Duration: Total 60 Minutes

- **Task 1 (Report Writing)** – 20 minutes
Write a descriptive report based on visual data (charts, tables, graphs, or diagrams).
- **Task 2 (Essay Writing)** – 40 minutes
Write an essay responding to a point of view, argument, or problem.

Both tasks are equally important, but effective time management is crucial.

Key Language Features

1. **Academic Vocabulary:**
 - Use precise, formal language.
 - Avoid repetition using synonyms.
 - Example: “increase” → “rise,” “grow,” “escalate.”
2. **Complex Sentences:**
 - Demonstrate grammatical range using relative, conditional, and subordinate clauses.
 - Example: *“Although the figures rose sharply in 2010, they declined thereafter.”*
3. **Cohesive Devices:**

Ensure logical flow with connectors such as *therefore, in addition to, however, consequently*.

Task 1 – Report Writing

Purpose: Describe visual data objectively.

Structure:

1. **Introduction:** Paraphrase the question and describe what the visual shows.
2. **Overview:** Summarize main trends, patterns, or significant features.
3. **Detailed Analysis:** Present specific data points and comparisons systematically.

Tips for Task 1:

- Analyse the visual carefully—identify key trends and exceptions.
- Paraphrase the question—never copy it directly.
- Select data strategically—focus on significant changes.
- Maintain a formal tone and avoid opinions.

Task 2 – Essay Writing

Purpose: Respond to a viewpoint, argument, or problem.

Structure:

- **Introduction:** Introduce the topic and outline your position.
- **Body Paragraphs:** Present clear arguments supported by examples.
- **Conclusion:** Summarize and restate your main idea logically.

Essentials of Essay Writing:

1. **Opinion Essay:** Present and justify your viewpoint.
2. **Discussion Essay:** Explore both sides of an argument and conclude with your view.
3. **Problem/Solution Essay:** Identify issues and propose practical solutions.
4. **Cause/Effect Essay:** Analyse reasons and consequences.

Tips for Task 2:

- Read and analyse the question carefully.
- Spend 5 minutes planning your essay.
- Use formal academic style and precise vocabulary.
- Support ideas with logical reasoning and examples.

Common Mistakes to Avoid

1. **Word Count Errors:**
 - Task 1: Minimum 150 words
 - Task 2: Minimum 250 words

Writing too few or too many affects your score.

2. Copying from the Prompt:

- Paraphrase instead of repeating phrases from the question.

3. Going Off-Topic:

- Stay focused on what is asked in the prompt.

4. Poor Time Management:

- Task 1: 20 minutes, Task 2: 40 minutes — keep to this split.

Classroom Activity

Activity Topic: *The Effects of Technology on Communication, Work, and Society*

- Develop an essay discussing advantages and disadvantages of technology.
- Structure: Introduction – Body – Conclusion.
- Emphasize coherence, logical flow, and academic tone.

Conclusion

- IELTS Writing demands a balance between linguistic accuracy, logical reasoning, and structured presentation.
- By mastering report and essay formats, applying academic language, and managing time effectively, students can produce well-organized, high-scoring responses.
- Consistent practice and awareness of common pitfalls are key to achieving success.

Learning Outcomes

By the end of this session, students will be able to:

1. Write a clear, organized report describing visual data (Task 1).
2. Compose coherent essays responding to prompts (Task 2).
3. Use formal academic language and cohesive devices accurately.
4. Manage time effectively between both tasks.
5. Paraphrase questions and present balanced arguments logically.

