

1.2 Complete the sentences with the correct feature.

- 1 The _____, which is right in the centre of the town, has not changed in 300 years.
- 2 According to the 1700s map, there was a _____ in the bottom right-hand corner.
- 3 Another feature that has remained the same is the _____, located in the centre, to the right of the market square.
- 4 The row of _____ that can be seen in the bottom centre of both maps, has changed little over the years.

1.3 Complete the sentences with the correct location.

- 1 Steggle Farm, which can be seen _____ of the 1700s map, is no longer there.
- 2 To _____ the market square is the hotel, which has changed considerably over the years.
- 3 In the _____ both maps, there is a bridge.
- 4 In the 1700s, there were stables located _____ the church.

2 Describing changes in a place**2.1** Match the verbs in the box to definitions 1–10.

add	remove	modernise	extend	replace
reconstruct	expand	improve	renovate	
reduce	develop			

- 1 make something bigger: _____ or _____
- 2 make something new again: _____
- 3 make something modern: _____
- 4 take something away and put something else in its place: _____
- 5 make something better: _____
- 6 make something smaller: _____
- 7 build several buildings in an area where there was nothing: _____
- 8 put in something totally new: _____
- 9 take something away: _____
- 10 build something again: _____

2.2 Complete these sentences with the correct form of verbs from 2.1.

- 1 Goode Farm has now been _____ with a car park.
- 2 The hotel has been _____, and is now almost twice the size it was in 1700.
- 3 Though many of their names have remained the same, all of the roads _____.
- 4 The traffic lights, roundabout and zebra crossing, which were not needed in 1700, _____ now _____, and the road surfaces _____.
- 5 The stables _____ and replaced with a block of flats.



Test Tip Get an old map of your own town centre and write about some of the changes that have happened.

3 Grammatical Accuracy

Your answer for Writing Task 1 will be marked against specific criteria. One of these is Grammatical Accuracy. To obtain a good score, you need to produce writing that is grammatically accurate.

3.1 Correct the 10 mistakes underlined in the answer below.

The two maps 1 allows us to see the changes in one small town over a 300-year period. In the 1700s, the town was relatively small and 2 consists of a few farms and houses gathered around a central market place and church. Transport 3 restricted to horses at that time so the roads were very basic. Having said that, the roads were clearly marked and the river had a bridge running across it.

In the present-day town, a great deal 4 changing. Perhaps the most noticeable changes are those relating to transportation. Our modern-day needs are very different and so the roads 5 are improving and traffic lights, a roundabout and a zebra crossing 6 been adding, as well as an extra road. Increased traffic means that a car park 7 now replaced Goode Farm and the fields that 8 are locate at the top of the 1700 map. Housing is another area where many changes 9 are made. While in 1700 there were few houses, now there are rows of houses and a block of flats instead of the stables. A further development is the supermarket and the hotel, which 10 is extending.

It is important to use paragraphs in your Writing Task 1 answer. Paragraphs show that your answer is well organised.

3.2 Look at the answer in 3.1 again and explain how it is organised.



Study Tip Practise writing with a timer set for 15 minutes so that you get a good feel for how long this is.

Writing skills

5 General Training Writing Task 1 – A letter

In this unit you will practise:

- understanding the task
- improving your score
- organising your response
- checking and correcting

1 Understanding the task

For General Training Writing Task 1, you will be asked to write a letter. The letter must be written in the correct style:

- informal (if you are writing to family or friends)
- semi-formal (if you are writing to a work colleague you know well)
- formal (if you are writing to a business or a local newspaper)

1.1 Complete the table with these phrases, according to which part of a letter they belong to and what style they are.

- 1 Hi Mum.
- 2 I look forward to your reply
- 3 Dear Mike
- 4 Lots of love
- 5 I'm afraid I won't be able to attend the meeting next week.
- 6 Thanks for the parcel, it just arrived!
- 7 Yours sincerely
- 8 Dear Sir or Madam
- 9 Kind regards
- 10 I'm writing in response to your advertisement.
- 11 I can't wait to see you next week.
- 12 I'm looking forward to getting back to work.

	informal	semi-formal	formal
greeting			
opening statement			
closing statement			
ending			



Test Tip In the General Training Writing Test, you must manage your time well. Writing Task 2 is worth twice as many points as Writing Task 1, so you must only spend 20 minutes on Writing Task 1. Take a reliable watch into the exam with you. You won't be allowed to take your mobile phone into the exam room.

In your letter, you might be asked to

- A request information.
- B give personal or factual information.
- C explain a problem or situation.
- D explain wants or needs / make a request.
- E complain about a service.
- F make a suggestion or recommend something.

1.2 Match phrases 1–6 to ideas A–F.

- 1 I think it would be better if you opened at the weekend as well.
- 2 Could you please send me a brochure and an application form?
- 3 Because I'm a student, I need a quiet place to study at night.
- 4 I'm very unhappy about the dinner we ate in your restaurant last night.
- 5 I finished high school last year and I am currently taking a computer course.
- 6 I'm unable to go to the meeting myself because I have to look after my son.

1.3 Look at this General Training Writing Task 1 question.

You should spend about 20 minutes on this task.

You rent a four-bedroom house, which you share with two other students. However, there are several problems with this house that need fixing. You also find it expensive and would like to find another student to share the spare bedroom.

Write a letter to the estate agency. In the letter

- explain your situation
- describe the problems with the house
- say what you would like to happen

Write at least 150 words. You do NOT need to write any addresses. Begin your letter as follows: *Dear Sir or Madam,*

This part explains the situation. →

This tells you how to begin. →

← The bullet points tell you what to write about.

1.4 Look again at the situation described in the question.

- 1 Do you think this situation is informal, semi-formal or formal?
- 2 Can you change these details and write about your own personal situation?
- 3 Should you write your own address at the top of your letter?

2 Improving your score

Your answer will be assessed based on the following criteria.

- **Task Achievement** Does your letter answer all the parts of the question? Are all your ideas relevant?
- **Coherence and Cohesion** Are your ideas well organised, clear and well connected?
- **Lexical Resource** Have you avoided repeating the same words and copying words from the question?
- **Grammatical Range and Accuracy** Have you made few grammatical mistakes and shown a range of grammatical structures?

The information in the exam task will tell you what to write about. To achieve a good Task Achievement score, include all of these points in your letter and only include relevant ideas. To improve your score for Coherence and Cohesion, use the information in the exam task to help plan and organise your ideas.

2.1 Look at the suggested plan below for a letter to answer the question in 1.3. Think about what you would write for parts 2–6.

1 Greeting	<i>Dear Sir or Madam,</i>
2 Opening statements (introduce yourself, say why you are writing)	
3 Explain the situation	
4 Describe the problems with the house	
5 Say what you would like to happen	
6 Closing statements (signal the end of the letter)	
7 End the letter	

2.2 Look at a candidate's notes below for their letter.

- 1 Are all the ideas relevant to this question?
 - 2 Match the relevant ideas (A–F) with parts 2–6 of the plan.
N.B. You may not be able to fill in each part.
- A The upstairs shower seems to be leaking into the kitchen below and this is dangerous.
 B We would be grateful if you could get the problems fixed as soon as possible.
 C We're also worried as there is no front gate, which makes the house less secure.
 D We have exams soon and my computer is broken.
 E I look forward to hearing from you very soon.
 F My friends and I rent one of your properties and I am writing to inform you of some problems that we are having.

2.3 Which two parts of the plan still need ideas?

To achieve a good score for Lexical Resource, you need to avoid copying words from the question.

2.4 Look at the following explanation of the situation. Why do you think it would receive a low mark?

We rent a four-bedroom house. However, there are several problems with the house that need fixing and we also find it expensive.

2.5 Help to improve the explanation below by filling in the blanks. Then add the paragraph into the correct part of the plan on the previous page.

The house we are **1** _____ four bedrooms and there are three of us sharing it. Our rent was recently increased and, as we are all students, it is a little difficult for us to **2** _____. It's a very nice house that suits us perfectly but at the moment some **3** _____ are needed.

2.6 What extra details does this second explanation include?

2.7 Which ideas (A–C) would help to complete the plan?

- A I would like to ask permission to invite my friends to the house.
 B Finally, we would like to ask if it is possible to invite a friend of ours to share the rent and occupy the spare bedroom.
 C To summarise, there are many problems with the house and we are unhappy with your service.

To finish off a formal letter, we use

- *Yours sincerely* – if you know the name of the person you are writing to.
- *Yours faithfully* – if you do not know the name of the person.

2.8 Which ending is the most appropriate for this letter?

- A Best wishes B Lots of love C Yours faithfully



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Study Tip Study the Academic Writing sections of this book for extra help with improving coherence, cohesion and accuracy.

3 Checking and correcting

Your writing will be assessed for grammatical and lexical accuracy. This means using vocabulary correctly, not making grammatical mistakes and using the correct spelling. Below are some common mistakes.

Common mistakes with tenses

3.1 Correct the underlined mistakes.

- 1 I hope that the above information would be helpful to you.
- 2 I will be grateful if you could think about the situation.
- 3 However, there were a few things I have to comment on.
- 4 On the bus, I spend the entire journey trying to make myself warm with the help of my shawl.
- 5 Secondly, I want to describe the kind of area I like to move to.
- 6 I am look forward to hear from you.
- 7 My uncle is going away on holiday, so, he need someone to help run his business.
- 8 I hope that help you with the identification of my parcel.
- 9 I writing you this letter regarding doing a computer course.

Common mistakes with prepositions

3.2 Complete these sentences with the correct preposition. You may use any preposition more than once.

in	of	on	at	with	about	to	for
----	----	----	----	------	-------	----	-----

- 1 The reason that I didn't take part is that I had an important examination in Marketing _____ the following day.
- 2 On the night _____ last Sunday, I was playing games on the computer with my classmate.
- 3 Yesterday, I noticed an advertisement _____ the newspaper.
- 4 The main reason _____ my trip is to meet my nephews who are living there.
- 5 I am looking forward _____ your reply and _____ having more details of this project.
- 6 You can contact me _____ my phone at home _____ 5467 4539.
- 7 I can support the project _____ a lot of ways.
- 8 I have lots of experience _____ cooking and cleaning.
- 9 I am really interested _____ this job and also have the ability to do this job very well.



Test Tip Leave at least three minutes at the end to check your writing. Check your spelling, punctuation and grammar.



Test Tip To help with your tenses when you are writing, remember that you are writing in the present about something that

- **happened** in the **past**.
- **has happened** **recently**.
- **is true now** or **is happening now**.
- will happen **in the future**.
- you **would like to** happen in the future.

Common spelling mistakes

3.3 Find and correct the common spelling mistakes.

- 1 I am writing to you because I'd like to attend the computer course at your college.
- 2 I'm studying biology and I saw the advertisment at the university.
- 3 I think this is good for our sociaty.
- 4 Is that course avaible part time?
- 5 Finally, the library needs more workers to help out at the weekend.
- 6 She has a degree in bussiness and marketing.
- 7 This resturant is situated at the centre of the city and is therefore accessible from any point in the city.
- 8 I'm going to change my job soon, and it's neccessary for me to improve my computer skills.
- 9 Yours sincerly.



Study Tip If you have trouble spotting these spelling mistakes, perhaps they are mistakes you make yourself! Make a note of any words you often spell incorrectly and study them often. Writing the words out many times can help you to learn the spelling.

Common punctuation mistakes

3.4 Find and correct the common punctuation mistakes.

- 1 I was on my way to my office when i noticed your advertisement on a billboard.
- 2 However; there is one certain thing which I see as a fault.
- 3 Yours Sincerely,
- 4 However, I would like to ask you about the party?
- 5 Please dont take a taxi, just wait for me.
- 6 Im available every Monday and Tuesday and every other weekend.
- 7 Dear Sir:

Writing skills

6 Writing Task 2 – Getting ready to write

In this unit you will practise:

- understanding the task
- planning and organising your ideas
- improving your Task Response score
- writing an introduction

1 Understanding the task

Writing Task 2 consists of

- one or two statements on a topic OR a direct quotation giving someone's opinion on a topic
- a specific task or question for you to answer
- the types of idea you need to include in your answer.

1.1 The words and phrases 1–8 are often used in Writing Task 2. Match them with their correct meanings A–H.

- | | |
|------------------|-----------------------------------|
| 1 to what extent | A connected to the topic |
| 2 positive trend | B to give a summary of |
| 3 a factor | C a means of achieving something |
| 4 an approach | D to consider the different sides |
| 5 to regard | E how far or how much |
| 6 to outline | F to view or judge |
| 7 to discuss | G a change for the better |
| 8 relevant | H an element or condition |

1.2 Read statements 1–6 carefully and make sure that you understand them. Then match the statements to questions A–E.

- 1 Children have to be educated, but they also have to be allowed to learn things for themselves.
- 2 'Advertisements spoil our enjoyment of today's entertainment.' 'I think the adverts are often more enjoyable than the programmes they interrupt.'
- 3 The world would be a happier place if we all enjoyed our work.
- 4 Computers allow us to stay connected with each other. However, they also encourage people not to go out and socialise.
- 5 Some countries reduce inner-city traffic by increasing public transport. Others impose a tax on people who drive in the city.
- 6 Nowadays, more people are travelling to remote places, spreading their own language and culture as a result.

Questions

- A What are the advantages and disadvantages of each system?
- B Discuss both statements and give your own opinion.
- C To what extent do you think this is a positive trend?
- D How realistic do you think this is?
- E To what extent do you agree or disagree with this view?

2 Planning and organising your ideas

Before you begin to write, it's important to make a plan. If you don't do this, your ideas will be disorganised and you will lose marks.

Step 1: decide on your own position or attitude

2.1 Look at the statements from 1.2 again.

- 1 For statements 1, 3 and 6, decide how much you agree.
- 2 For the statements in 2, 4 and 5, decide which one you agree with.
- 3 For each of the statements in 1.2, explain why you agree or disagree. Then give your own opinion on the topic.

2.2 Study the following Writing Task 2 question.

The internet allows us to stay connected with each other no matter where we are. On the other hand, it also isolates us and encourages people not to socialise.

To what extent do you agree or disagree with these statements?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

The final part of the question is very important. It tells you what you must include in your answer.

You **must** include

- your own opinion about the statements.
- the reasons for your opinion.

You **can** include

- examples from your own personal experience. BUT these must be relevant to the question.

2.3 Look at the question in 2.2 again.

- 1 Decide on your own point of view.
- 2 Think about your own personal experience of this topic. Make notes.

My own opinions and experience



Test Tip The score you get for Writing Task 2 is **two thirds** of your total writing score, so it is very important that you spend a full 40 minutes on this part of the IELTS Writing paper. You are given more time than for Writing Task 1 because you need to write 250 words, and also because you have to use **your own ideas**. Spend at least four or five minutes planning your ideas before you start writing.