

## IELTS Writing guided answer sheet

Name: \_\_\_\_\_

**Read through the whole of this answer sheet before you look at your homework task. Do not look at the exam task as soon as you are given it, straight after class, on the train, etc! Use one of these sheets for each IELTS Writing task that you do (= two for a complete IELTS Writing test). Sit down **with only these answer sheets, a pencil, an eraser, a coloured pen** (e.g. red pen) and a **clock or watch**, and with the required time to do the task(s) without stopping, e.g. 60 minutes to do both tasks. Write the time that is on your clock/ watch below **before you look at the question(s)**. Then look at the (first) question, underline key words in the question, write a plan, write the time after you finish planning, and start writing your answer on the blank lines given below. Try to reach the word limit, fully answer the question(s) and do a brief edit within the time limit.**

**Stop at exactly the exam time limit** (20 minutes for Task 1, 40 minutes for Task 2, 60 minutes for both tasks together) and **write the approximate number of words** you wrote within the time limit in the space given on the last page. Then **change to a coloured pen** and **do more work** on your essay(s) (using a dictionary, looking at model answers, etc), following the instructions at the bottom of the last page below. Finally, list the things that you did in the extra time on the last page. Please complete **all** the sections below before you give your writing to your teacher, to help them give you useful feedback.

### Answer sheet and step-by-step guide

#### Stage 1: Planning

**1i) Write the time** on your watch/ clock below, **look at the question (for the first time)**, and **underline key words in the task** as you quickly read through it

Time when you **first look** at the question: \_\_\_\_\_:\_\_\_\_\_ (e.g. "5:55 p.m.")

**1ii) (Optional)** Write any **brainstorming** that you do here. Skip brainstorming if possible, only brainstorming if you are not sure what paragraph plan to use (so almost never brainstorm for Writing Task One and rarely brainstorm for Writing Task Two).

**1iii) Before you start writing, write your plan here for the two or three paragraphs in the **body** of your essay (there is no need to plan the introduction and summary/ conclusion), with **one to five words** in the description of each body paragraph.**

1. Introduction (always needed, but no need to plan, so write nothing here)
2. Topic of **body** paragraph 1: \_\_\_\_\_.
3. Topic of **body** paragraph 2: \_\_\_\_\_.
4. Topic of body paragraph 3 (**optional**): \_\_\_\_\_.
5. Summary/ Conclusion (usually **not needed in Writing Task One**, and no need to plan)

**1iv) Write the time on your clock/ watch when planning is finished:**

Time when you are ready to **start writing**: \_\_\_\_\_:\_\_\_\_\_ (e.g. "17:58")





### **Stage 3: Working out how well you did within the time limit**

Work out approximately how many words you wrote and how you used the time by using these calculations:

#### **3i) Length**

**Number of words per line:** \_\_\_\_\_ (= words in the first two lines x 0.5)

**Number of lines:** \_\_\_\_\_ (with two half lines counting as one line)

**Approximate number of words:** \_\_\_\_\_ (= no. per line x no. of lines)

#### **3ii) Timing**

**Planning time (from seeing the task to starting to write the answer):** \_\_\_\_\_

**Time spent writing the answer:** \_\_\_\_\_

**Time editing (correcting mistakes, adding better language, etc):** \_\_\_\_\_

**Total:** \_\_\_\_\_ (must be exactly 20 min, 40 min or 60 min)

### **Stage 4: Extra work after the timed exam practice**

**4i) After finishing the timed exam practice, *spend extra time (e.g. an extra 30 min) on your essay(s)* to make sure you learn something from the experience. At this stage:**

- Use a **coloured pen** (e.g. a red pen or green pen)
- **No eraser use** at this stage
- **Cross off** anything that you change (**don't just give different options**)

**4ii) Describe the work that you did in the extra time below by writing how much time you used, ticking the things on this list that you did, and writing any other things that you did. This will show your teacher both what you can do under exam conditions and what you could do with more time.**

**Extra time you spent after finishing the timed task:** \_\_\_\_\_ minutes (e.g. "24 minutes")

**Actions that you took after you finished the timed task (please tick and write below):**

- ✧ Added text at the end of the essay/ in the middle of the essay to reach the word limit
- ✧ Added more impressive/ higher level and more suitable language from materials from this course (textbook, workbook, handouts/ worksheets, etc)
- ✧ Added more impressive/ higher level and more suitable language from \_\_\_\_\_
- ✧ Got tips on good IELTS Writing from \_\_\_\_\_
- ✧ Looked at model IELTS essays from \_\_\_\_\_
- ✧ Looked back at feedback on my previous writing
- ✧ Edited (again)
- ✧ Checked spelling with \_\_\_\_\_
- ✧ Checked grammar with \_\_\_\_\_
- ✧ Checked punctuation (capital letters, etc) by \_\_\_\_\_
- ✧ Checked vocabulary (for meanings, collocations, etc) by \_\_\_\_\_
- ✧ Checked for missing words (prepositions, articles, etc)
- ✧ Used a dictionary to check \_\_\_\_\_
- ✧ Searched on the internet for \_\_\_\_\_
- ✧ Looked at/ Spoke to \_\_\_\_\_

**4iii) Make sure to complete *everything* above before you give it to your teacher to check.**