

IELTS Writing Task 2

DO	DON'T
<ul style="list-style-type: none"> • <u>analyse</u> the topic • respond to <u>all parts</u> of the prompt fully • spend the first five minutes <u>planning your essay</u> • in the <u>introduction</u>: paraphrase the task and <u>state the aim</u> of your essay in a <u>thesis statement</u> • divide your essay into <u>paragraphs</u> (min. <u>four</u>: introduction, two main body paragraphs, conclusion) • start each paragraph with a <u>topic sentence</u> • provide a <u>reason</u> and <u>an example</u> for each of <u>your arguments</u> • <u>summarise</u> the points made in the essay in the <u>conclusion</u> • provide some <u>food for thought</u> (e.g. recommendations, suggestions, wider implications) in the conclusion • use <u>impersonal</u> language (e.g. we must - <i>it is essential we</i>) • if appropriate, state your <u>opinion in formal style</u> (e.g. <i>It is my firm belief that</i>) • use <u>formal vocabulary</u> (e.g. keep - maintain; make sure - ensure) TIP: words that sound or look more French, Spanish, Italian or Portuguese will usually be more formal • use <u>passive voice</u> to sound more formal and objective (e.g. <i>The film <u>will be shown</u>...</i>) • avoid repetition by <u>using synonyms</u> (e.g. important = vital = essential = crucial) • use <u>formal linking</u> words (e.g. <i>despite, nevertheless, furthermore</i>) • use <u>complex sentences</u> • <u>proofread</u> your work to avoid simple mistakes • make sure you've written at least <u>250 words</u> 	<ul style="list-style-type: none"> • DON'T use <u>contractions</u> (e.g. <i>I don't</i>) • avoid <u>being personal</u> (e.g. <i>I, me, my</i>) • DON'T use <u>emotive language</u> (e.g. <i>disgusting, fabulous</i>) • DON'T use only <u>personal examples</u> • DON'T use colloquial expressions (e.g. <i>I had great time</i>) • avoid <u>simple vocabulary</u> (e.g. <i>say, think, bad</i>) and <u>basic linking</u> words (e.g. <i>and, but, also</i>) • DON'T <u>repeat the same vocabulary</u> throughout your essay • DON'T write <u>simple sentences</u> (e.g. <i>Everyone thinks it's true. I disagree.</i>) • DON'T use <u>overgeneralisations</u> (e.g. <i>everyone, always, never, all</i>) • DON'T <u>copy the task</u> in your introduction • DON'T forget to <u>answer ALL parts</u> of the task • DON'T write <u>less than 250</u> words • DON'T forget to <u>summarise</u> and <u>conclude</u> your essay in the last paragraph • DON'T use examples or arguments <u>unrelated to the topic</u>