IELTS writing process and process tasks

Without looking below, describe all the steps which you should go through to write a perfect IELTS Academic Writing Part One task, using useful phrases for describing processes such as "After that…" and passive forms in your discussion if you can.

Put the stages that you are given into order in a column on the table in front of you, again using useful language for process tasks during your discussion if you can. Put things that should be done at the same time next to each other. Reject all things that shouldn't be done.

Compare your ideas to the text below the fold.

The flow chart given shows the steps necessary to get a good grade in IELTS Academic Writing Part One. I will explain the planning process, then look at the writing part, and finish with a description of the editing stage.

At the start of the process, the IELTS examinee reads though the question. While checking what is written there, a writer underlines key information in the question, including important words in the instructions. After having marked everything that is important the next step is to plan the essay. This means deciding how to split the information into two parts, often just by drawing a line across the question sheet.

The writing stage starts with the introduction, which consists of two parts. Firstly, the writer paraphrases the question to explain what visual information is given. That is followed by a description of how the essay is organized. As soon as the introduction is finished, the IELTS candidate starts the body, selecting, summarizing and usually comparing/contrasting as they go along. When that stage is completed, they check if they have reached the word limit by counting the number of words in one or two lines, and then counting the number of lines written so far. This leads to an approximate number of words written, after which the person writing may have to add words or sentences to the body to reach the word limit.

The process concludes with editing. During this final stage, someone taking the IELTS exam corrects their mistakes, makes sure that what is there can be understood without the need for rereading, gets rid of repetitions, and adds higher level language such as more academic terms.

Double check with the stages in order on the next worksheet.

Without looking at the worksheets, use your cards in order to describe the stages again, making your speaking as similar to a process task as you can, including an introduction. Before you start, decide how to split the information into two main paragraphs.

Cards to cut up/ Suggested answers

Cut off the numbers when giving out the cards. X means something that shouldn't be done. It is also possible to do this activity with the cards that have Xs, in which case the task is simply to put the cards into order, with no rejecting necessary. The same number means things that should be done at the same time and so students should put next to each other.

1	Read through the question
1	Underline important words in the question
2	Plan
2	Split into two main paragraphs, maybe just drawing a line across the page
3	Paraphrase what is written on the question sheet
4	Describe how your essay is divided into two main paragraphs
5	Write the body of the essay
5	Select information
5	Summarise the information given
5	Compare and contrast
6	Count the number of words in one or two lines
7	Count the number of lines
8	Use that to calculate the approximate number of words written
9	Add words or sentences to reach the word limit
10	Edit
10	Correct mistakes
10	Make sure that it can be understood without rereading
10	Get rid of repetitions
10	Add higher level language such as longer words

X	Brainstorm your ideas
X	Think about an original or clever way of splitting the information into paragraphs
X	Think carefully about what you want to write
X	Describe all the information
X	Speculate/ give opinions on things like the reasons for the data being that way
X	Use your own experience and knowledge
X	Write a final summary/ conclusion
X	Make sure that the two main paragraphs are more or less the same length
X	Make sure the essay looks neat and tidy
X	Count every word

Gapped text

Without looking above for now, put one word into each of the gaps below.

_____ flow chart given shows the steps necessary to get a good grade in IELTS Academic Writing Part One. I _____ explain the planning process, then look at the writing part, and finish _____ a description of the editing stage.

_____ the start of the process, the IELTS examinee reads though the question. _____ checking what is written there, a writer underlines key information in the question, including important words in the instructions. After _____ marked everything that is important the next step is _____ plan the essay. This means to decide how to split the information into two parts, often just by drawing a line across the question sheet.

The writing stage starts _____ the introduction, which consists _____ two parts. Firstly, the writer paraphrases the question to explain what visual information is given. That is followed _____ a description of how the essay is organized. As _____ as the introduction is finished, the IELTS candidate starts the body, selecting, summarizing and usually comparing/ contrasting as they _____ along. When that stage _____ completed, they check if they have reached the word limit by counting the number of words in one or two lines, and then counting the number of lines written so far. This leads _____ an approximate number of words written, after _____ the person writing may have to add words or sentences to the body to reach the word limit.

The _____ concludes with editing. _____ this final stage, someone taking the IELTS exam corrects their mistakes, makes sure that what is there can be understood without the need for rereading, gets rid of repetitions, and adds higher level language such as more academic terms.

Look at the completed text to check your answers. Other words might be possible in the gaps, such as "in" in the last gap above.

Which things mentioned on the cards are okay or necessary in IELTS Academic Writing Part Two (including ones which are not good in IELTS Academic Writing Part One)?