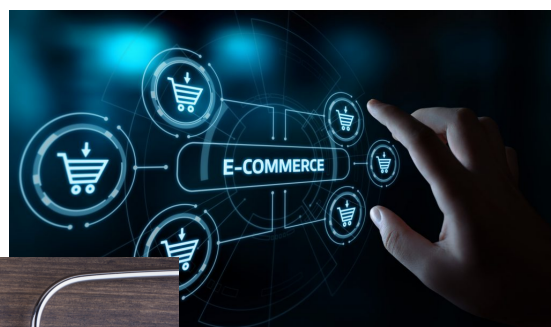




ENGLISH ASTIR  
STEPPINGSTONE TO 7.0

# Ready for writing



## Introduction

The IELTS Academic Writing module lasts one hour and there are two tasks. You are advised to spend 20 minutes on Task 1 and asked to write at least 150 words. For Task 2 you are advised to spend 40 minutes and asked to write 250 words.

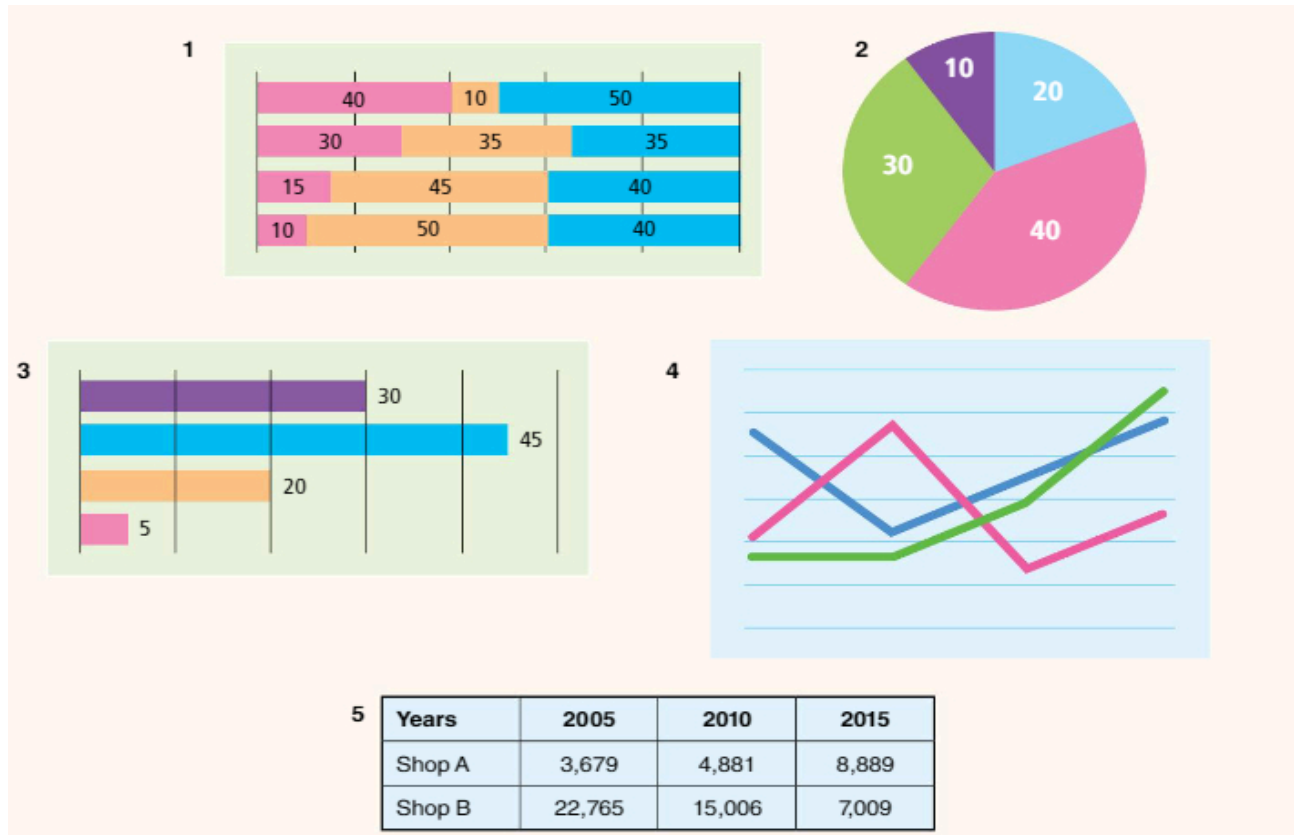
In both tasks, you are assessed on your ability to write in a style that is suitable.

## Task 1

In Task 1 you are asked to describe data, presented as a graph, chart or table, or a diagram such as a map, plan, or process, using your own words.

### 1 Name the charts below:

*Example: 1 (stacked) bar chart*



### 2 Look at the charts again and decide whether the statements below are 'true' or 'false'.

1 Only the line graphs show trends

2 Pie charts normally present proportions in percentages, but they can also present numbers.

3 Bar charts sometimes don't have years.

4 Stacked bar charts like 1 above present information in the same way as pie charts.

5 Tables should be read mainly from left to right but at the same time from top to bottom for the headings in the rows.

## Graph

**1** Look at the Task 1 question and model text below. In the model answer, find:

**1** the overview

**2** examples of complex sentences

**3** examples of language of comparison

**4** sentences where high access and high equipment costs are described.



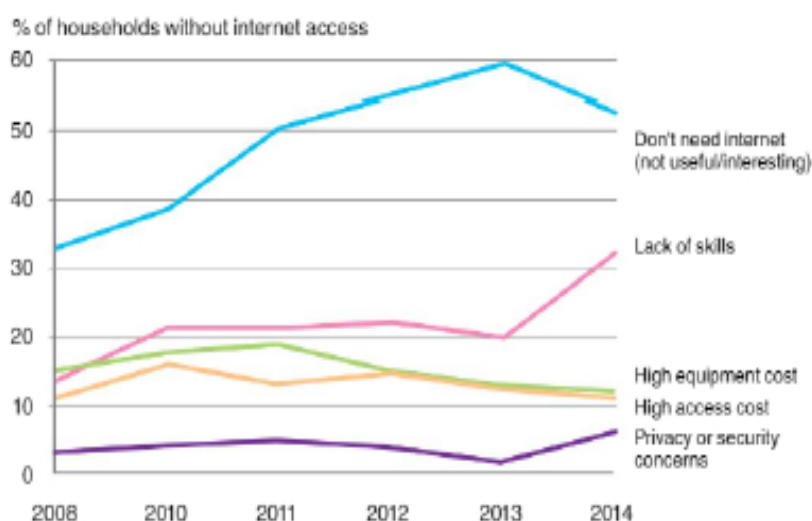
### WRITING TASK 1

You should spend about 20 minutes on this task.

The graph below shows the percentage of households not having internet access by reason in Great Britain between 2008 and 2014. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.

#### Percentage of households not having internet access by reason in Great Britain



The chart compares various reasons why households in Great Britain lack internet access between 2008 and 2014.

Overall, it is clear that regarding the two main reasons, not needing the internet and a lack of skills, the trend was upwards throughout the period, while that for the other reasons was fairly flat. For example, approximately one third (about 34%) of households did not need internet access in 2008 compared to more than a half (approximately 54%) in 2014.

By contrast, while there was a rise in the proportion of households without internet access because of lack of skills, from about 15% in 2008 to just over 30% in 2014, the trend in the proportion for high equipment costs was slightly downwards, 10% compared to 13% in 2000 and 2014 respectively. As regards high access cost, the trend was flat with a peak of about 15% in 2010 from 11% in 2008, but privacy and security was less of a concern with the proportion giving this reason, however, doubling between 2008 and 2014, from approximately 3% to 6%.

## Bar chart

1 Look at the Task 1 question and the model answer below. Complete the model answer by inserting the following data into the gaps.

- a just under 25%
- b 33% in 2008 in comparison with about 58% in 2012
- c from just over 40% to about 60%
- d (just over 60% in 2008)
- e about 35% to about 55% in 2012 with a peak of about 58% in 2011.

### WRITING TASK 1

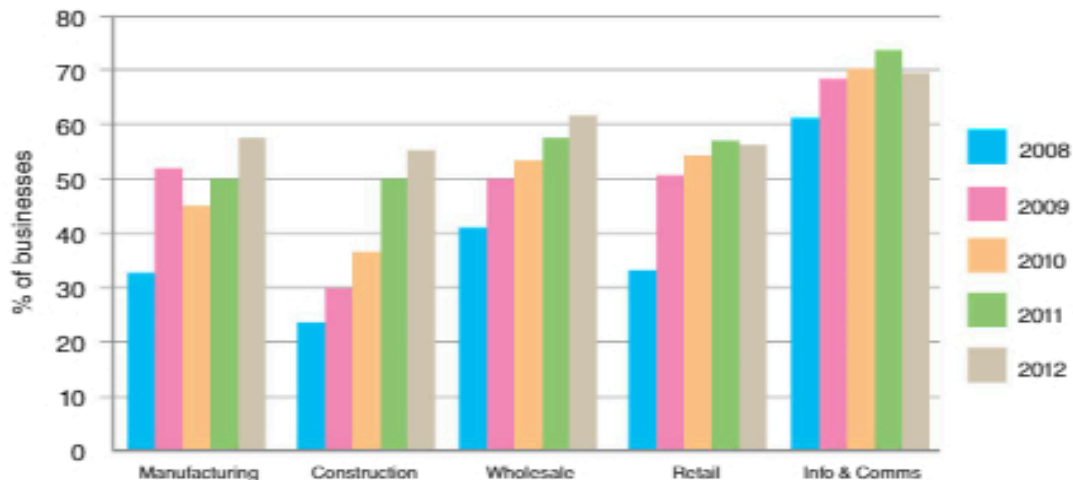
You should spend about 20 minutes on this task.

*The chart below shows the proportion of businesses making e-commerce purchases by industry in Great Britain between 2008 and 2012.*

*Summarise the information by selecting and reporting the main features, and make comparisons where relevant.*

Write at least 150 words.

**Proportion of businesses making e-commerce purchases in industry in Great Britain between 2008 and 2012**



The bar chart provides information about the proportion of businesses purchasing items online according to industry in Great Britain between 2008 and 2012.

Generally speaking, the proportion of businesses involved in e-commerce purchases across the years and sectors varied with the practice being most common in the information and communications industry. In this sector, there was a greater proportion of businesses involved 1 \_\_\_\_\_ than the other sectors with a rise to just under 70% in 2012, including a peak to about 75% in 2011. The proportion of businesses involved in purchases online in the retail sector followed a similar pattern, increasing from 2 \_\_\_\_\_.

3 \_\_\_\_\_ of construction businesses used online purchasing in 2008 compared to more than a half in 2012, whereas in the wholesale industry the rise was much smaller 4 \_\_\_\_\_.

As regards manufacturing, there was a near 100% increase in the proportion of businesses purchasing online from about 5 \_\_\_\_\_.



## Pie charts

- 1 Study the Writing Task 1 and the model frame below. Complete the model answer using your own words.

### WRITING TASK 1

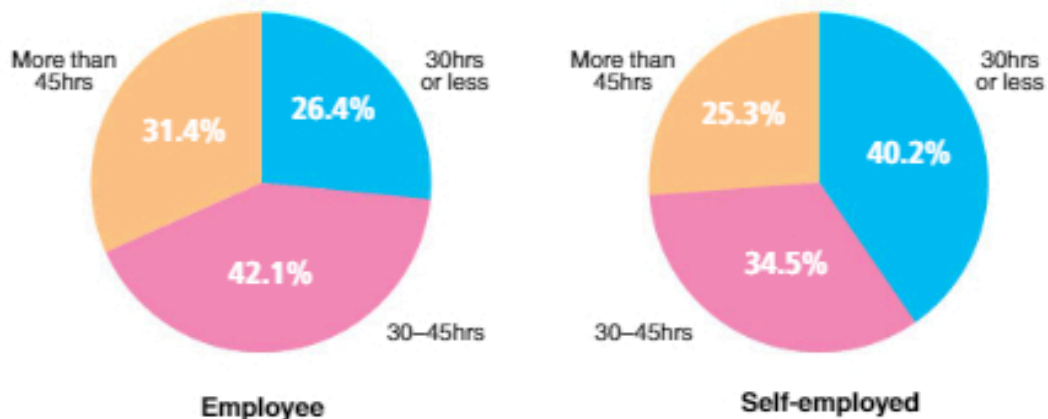
You should spend about 20 minutes on this task.

*The pie charts below compare the hours worked by employees and self-employed homeworkers in 2014 in the UK.*

*Summarise the information by selecting and reporting the main features, and make comparisons where relevant.*

Write at least 150 words.

#### Average working hours for employees and self-employed



The pie charts show the number of hours worked by two categories of people, homeworkers who are self-employed and employees, in the UK in 2014.

Generally speaking, it is clear that homeworkers who are self-employed work fewer hours on average than employees with 1 \_\_\_\_\_. For example, a greater proportion of employees (31.4%) worked 2 \_\_\_\_\_. Likewise, while just over a third of self-employed workers (34.5%) work between 30 and 45 hours,

3 \_\_\_\_\_. By contrast, there is a marked difference between the two groups when it comes to working 30 hours or less.

In this category, 4 \_\_\_\_\_.

## Table

1 Study the Writing Task 1 and the model answer below. Identify all the examples of comparison in the model. Decide what types of comparison are used, e.g., comparative adjectives or adverbs, conjunctions, or other:

### WRITING TASK 1

You should spend about 20 minutes on this task.

*The table below provides a breakdown of the amount of different cereals produced by several countries in Europe in 2000.*

*Summarise the information by selecting and reporting the main features, and make comparisons where relevant.*

Write at least 150 words.

#### Production of cereals by country in 2000

	Common wheat and spelt *	Rye and maslin **	Barley
Belgium	1,919	—	400
Bulgaria	5,319	28	851
Czech Republic	5,442	130	1,967
Denmark	5,153	678	3,548
Germany	27,711	3,854	11,563
France	37,501	128	11,775

\* an ancient grain that is a sub-species of wheat \*\* a crop of wheat and rye grown together

The table shows the volume of various types of cereals that were produced in a selection of European countries in 2000. Overall, it is clear that France and Germany produce the largest amounts of the cereal crops with Belgium producing the least.

The volume of common wheat and spelt\*, for example, produced in Germany was 27,711 tons compared to 37,501 for France and 5,153, 5,442, 5,319 and 1,919 for Denmark, the Czech Republic, Bulgaria and Belgium respectively. By contrast, France produced only 128 tons of rye and maslin as opposed to 3,854 tons in Germany, with no data available for Belgium. Likewise, Denmark produced 678 tons in contrast to 130 tons in the Czech Republic and only 28 tons in Bulgaria.

The largest producer of barley was France with 11,775 tons followed closely by Germany with 11,563 tons. By comparison, Denmark produced more barley than the Czech Republic, Bulgaria and Belgium together, 3,548 tons against 1,967 tons, 851 tons and 400 tons, respectively.

comparative adjectives or adverbs:

conjunctions:

other:

prepositions:

zero relative:

## Plan A

- 1 Look at the Task 1 question and the overview in the model answer. Find three nouns in the overview that relate to type of changes that are then described in the model.
- 2 Find examples of each noun in the model answer and paraphrase the overview.

relocation:

addition:

replacement:





## WRITING TASK 1

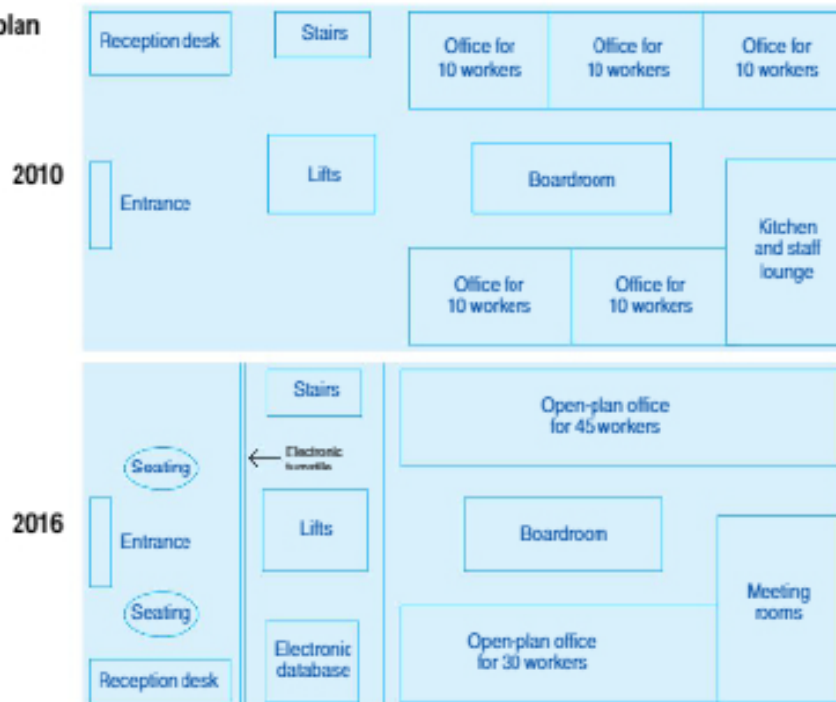
You should spend about 20 minutes on this task.

*The diagrams below show the changes in the ground floor plan of an office between 2010 and 2016.*

*Summarise the information by selecting and reporting the main features, and make comparisons where relevant.*

Write at least 150 words.

### Floor plan



The plans illustrate how the ground floor of an office was modified from 2010 to 2016.

Overall, it is clear the ground floor of the office underwent a complete transformation between the six years with the relocation, addition and the replacement of various facilities. First all, between 2010 and 2016, the reception was moved to the right hand side of the entrance. New seating areas were also introduced to the left and right of the entrance with a new electronic turnstile being added just between the reception area and the lift and stairs. Another addition was the electronic databank to the right of the lifts.

By 2016, the three offices for 10 workers each on the left hand side had been turned into an open plan office for 45 workers. Moreover, the kitchen and staff lounge at the back had been replaced with meeting rooms. Similarly, the two offices for 10 workers on the right had been turned into an office for 30 workers. Meanwhile, the boardroom remained the same.

## Plan B

1 Look at the Task 1 question and model answer. Add words and phrases from the diagrams to complete the model answer.

### WRITING TASK 1

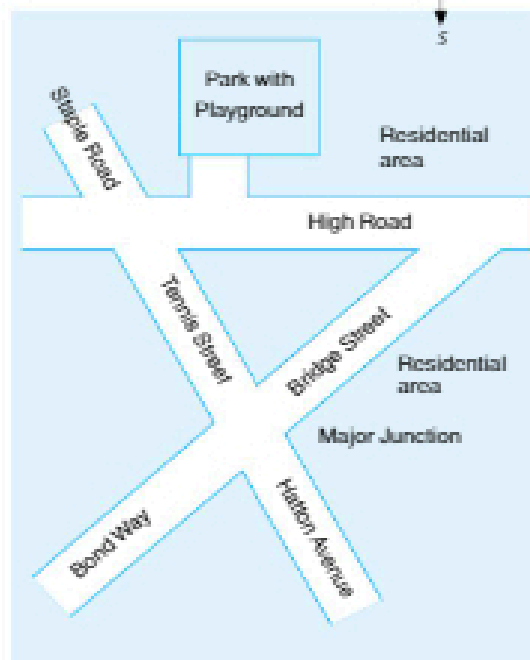
You should spend about 20 minutes on this task.

The street plans below show a residential area with a park and playground in 2016 and the proposed changes for 2025 to make it safer for families and children.

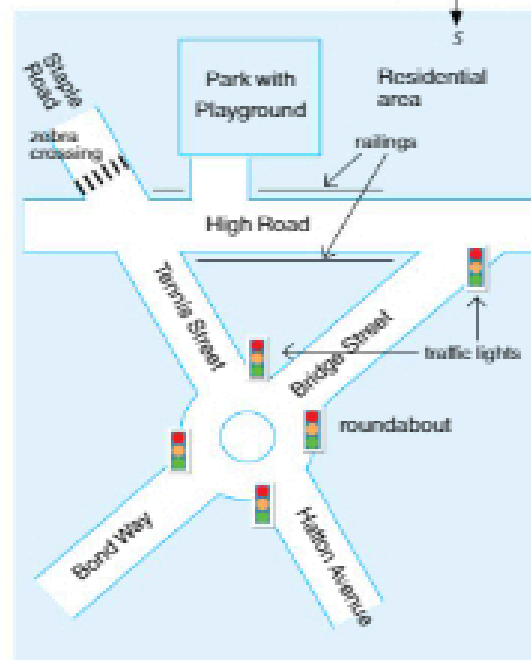
Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.

Street plan 2016



Street plan 2025



The plans illustrate the layout of the streets in a residential area with a park and playground in 2016, along with plans for modifications for 2025 to ensure the safety of families and children in the area.

Generally speaking, it is clear that various measures to prevent children running on to the road and to slow down the traffic, such as the safety 1 \_\_\_\_\_, traffic lights and a zebra crossing will be introduced. For example, there is a proposal to introduce railings on both sides of the 2 \_\_\_\_\_ at the entrance to the 3 \_\_\_\_\_ with the playground. In addition, a 4 \_\_\_\_\_ will be added just before the junction of 5 \_\_\_\_\_, west of the park and the High Road.

Another plan is to turn the 6 \_\_\_\_\_ of the four main roads, Tennis Street, Bridge Street, Bond Way and Hatton Avenue into a 7 \_\_\_\_\_ with a set of 8 \_\_\_\_\_ at the junction of each street with the roundabout.

## **Process**

**1** Study the Task 1 question and the model answer below. Find:

**1** the overview

**2** the steps in the progress

**3** examples of linking devices

**4** examples of intransitive verbs

**5** examples of complex sentences.

**2** Estimate the length of the text. Does it follow the word limit?

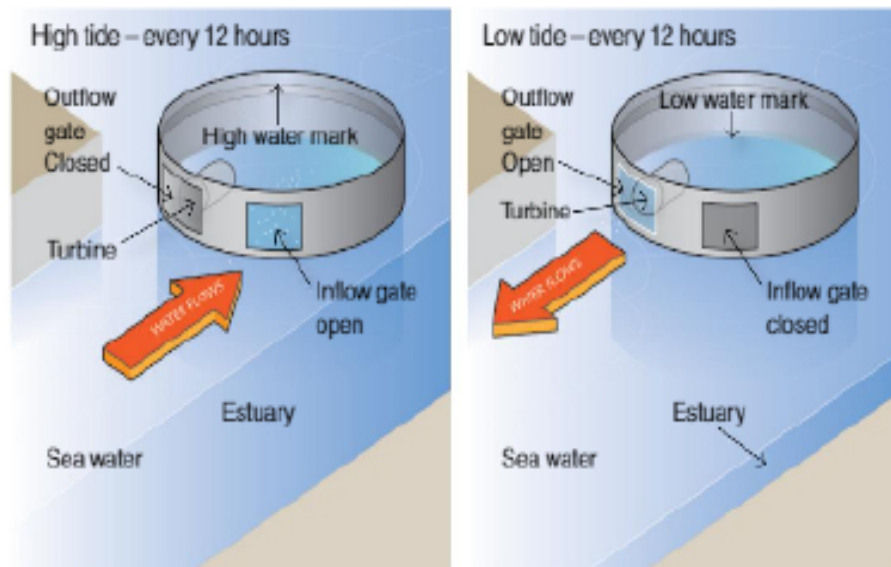
### WRITING TASK 1

You should spend about 20 minutes on this task.

*The diagrams below show the process of electricity generation using an artificial lagoon and tidal power.*

*Summarise the information by selecting and reporting the main features, and make comparisons where relevant.*

Write at least 150 words.



The diagrams show how tidal power is used to generate electricity in an artificial lagoon.

Overall, the production of the energy from tidal power using the artificial circular lagoon involves several stages relating to the opening and closing of the inflow and outflow gates in the lagoon. The tide around the artificial lagoon falls and rises twice a day. First of all, before the high tide comes into the estuary, the inflow gate is opened to allow the water to flow into the lagoon and at the same time the outflow gate is closed to prevent the water escaping again. Then, when the tide is at its highest, the lagoon is full of water.

Subsequently, as soon as the tide turns and it is at its lowest level, the inflow gate is closed and the outflow gate, to which a turbine is attached, is opened and the water flows out of the lagoon, generating electricity.

The whole process repeats itself twice a day every 12 hours.

## Task 2

In Task 2 you are given a point of view, argument or problem . Assessment for Task 2 is based on you ability to:

- present and support your opinion
- compare and contrast evidence and opinions
- write a solution to a problem
- evaluate and challenge ideas, evidence or arguments
- write in appropriate style.

1 Analyze the Task 2 question below using the following:

the suggested time limit

the statement in the topic to be discussed

the specific questions related to the topic

the minimum number of words

(and think of the maximum)

the possible organization of your answer

the standard/ generic rubric

possible ideas

the general nouns in the questions

### WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

*Health experts say that walking is a good way to improve the health of the general public, but nowadays people are walking less than ever before.*

*What are the causes? What measures could be effective?*

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

Write at least 250 words.

2 Label the beginning of a possible answer for the Task 2 below using the following items:

1 topic sentence x2

4 example

7 reason or cause (2)

2 general statement or hook

5 condition

8 a result

3 reason or cause (1)

6 possibility/possible result

9 a solution

With the advances in technology, people's lifestyles are changing and are becoming much more sedentary. As a result, people are walking less. There are many factors behind this development, but there are many approaches that can be taken to deal with the situation. The main factor behind the decrease in walking among the general population is the modern lifestyle that is much more sedentary, especially for people working in offices. For example, if people are sitting at a desk in an office for long periods of time rather than doing manual work on the land, this can reduce the time for people to do simple activities like walking. Moreover people are more inclined to travel by car or bus so there is less need for people to walk. In many cases people do not walk for more than a few minutes each day. The main solution is to encourage people through advertising to become more physically active. Such encouragement should start in...





**3** List the perspectives you can use to collect ideas for one or more of the Task 2 questions below, e.g. for 1, educational, technological, mental, physical, future, employment, etc. Are any of the perspectives you chose relevant to other tasks below?

**POSSIBLE ANSWER:**

**4** Compare the organization of the two of the four Tasks 2 questions below.

**POSSIBLE ANSWER:**

**1**

**2**

**3**



**1 WRITING TASK 2**

You should spend about 40 minutes on this task.

Write about the following topic:

*Some people believe that software programming should be taught at primary school. Others think that the focus at this level should be on playing. Discuss both these views and give your own opinion.*

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

Write at least 250 words.

**2 WRITING TASK 2**

You should spend about 40 minutes on this task.

Write about the following topic:

*Nowadays more and more museums and art galleries around the world are putting their material contents online. Do you think this is a positive or negative development?*

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

Write at least 250 words.

**3 WRITING TASK 2**

You should spend about 40 minutes on this task.

Write about the following topic:

*The best way for employers to make their workforce happy is allow them more flexible working hours. To what extent do you agree? What other measures could be effective?*

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

Write at least 250 words.

**4 WRITING TASK 2**

You should spend about 40 minutes on this task.

Write about the following topic:

*In the modern world, many employees lack soft skills such as communication and working in teams. What are the main causes of this problem? What are the effects of the lack of such skills?*

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

Write at least 250 words.

**5 Look at the introduction, topic sentences and the conclusion for the Task 2 question below. Paraphrase the introduction and the third topic sentence.**

### **WRITING TASK 2**

You should spend about 40 minutes on this task.

Write about the following topic:

*Some people believe that software programming should be taught at primary school. Others think that the focus at this level should be on playing. Discuss both these views and give your own opinion.*

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

Write at least 250 words.

At primary school, the curriculum is constantly changing to keep pace with the modern world. While it is argued software programming should now be part of the curriculum at this level, others feel that the focus should be on play. I feel that children need to play more at this stage rather than being bombarded by more technology. On the one hand, software is considered as important for primary school children. On the other hand, playing is much more important at this level. Having examined both these views, I am more inclined to agree with the latter view, but I also feel that the focus in the modern world on technology is an important skill for children to learn. Software programming and playing are both important for the development of children, but I personally feel that play is more important in a child's development at the primary level.

### **POSSIBLE ANSWER:**

**6 Write an introduction for the Task 2 question below.**

**WRITING TASK 2**

You should spend about 40 minutes on this task.

Write about the following topic:

*Nowadays more and more museums and art galleries around the world are putting their material contents online. Do you think this is a positive or negative development?*

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

Write at least 250 words.

Introduction: \_\_\_\_\_

There is no denying that having museum art gallery content available on the internet might encourage people not to visit them.

Personally, however, I feel that it is a major step in the right direction for educational reasons. Another reason, in my opinion, is that it brings artifacts to the attention of people who might not otherwise be able to see them.

As we have seen, despite there being some sound arguments against the development of museums and art galleries making their contents available for public viewing online, this is in the main a positive development.

**POSSIBLE ANSWER:**

7 Add the following phrases to the introduction, topic sentences and the conclusion of the Task 2 question below:

- a another strategy is to make sure that
- b is certainly a sound way of making workers happier
- c while I feel that this is a good approach
- d there is no doubt that this is an effective approach

### WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

*The best way for employers to make their workforce happy is allow them more flexible working hours.*

*To what extent do you agree? What other measures could be effective?*

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

Write at least 250 words.

Employers are always considering different methods to make their workforce happy, such as permitting them to work in a more flexible way. **1** \_\_\_\_\_, there are others which could be equally or more successful. Giving workers the opportunity to be flexible as regards their working hours **2** \_\_\_\_\_.

**3** \_\_\_\_\_, but another more effective way would be to ensure that workers are paid properly.

**4** \_\_\_\_\_ the work environment is suitable for all workers. In conclusion, despite the approach allowing employees to work more flexibly being a sound approach, paying workers and making the work environment more comfortable are equally important strategies.

**8 Write an introduction, topic sentences and the conclusion for the Task 2 question below**

**WRITING TASK 2**

You should spend about 40 minutes on this task.

Write about the following topic:

*In the modern world, many employees lack soft skills such as communication and working in teams.*

*What are the main causes of this problem? What are the effects of the lack of such skills?*

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

Write at least 250 words.



**9 Complete your answer to the Task 2 question below.**

**WRITING TASK 2**

You should spend about 40 minutes on this task.

Write about the following topic:

*In the modern world, many employees lack soft skills such as communication and working in teams.*

*What are the main causes of this problem? What are the effects of the lack of such skills?*

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

Write at least 250 words.

**POSSIBLE ANSWER:**

## IELTS Writing Task 1

Assessment for Task 1 is based on your ability to:

- summarise, organise and compare data where possible
- describe the stages of a process
- describe an object or event or explain how something works
- write accurately and coherently
- use a range of vocabulary
- use a range of grammatical structures.

### Checklist

- 1 Have you paraphrased the rubric in your introduction or just copied it?
- 2 Have you written a clear overview?
- 3 Have you summarised the information and not just listed every piece of data?
- 4 Have you included any information that is not in the data?
- 5 Have you left any important data out?
- 6 Have you just listed information or have you compared it?
- 7 Have you divided your answer into clear paragraphs?
- 8 Have you mentioned any striking features?
- 9 Have you avoided repetition of words and structures?
- 10 Have you used a range of grammar, vocabulary and complex structures?
- 11 Have you used the correct tenses and verb form?
- 12 Have you used appropriate linking devices such as adverbs and conjunctions?
- 12 Have you checked your writing for mistakes?
- 13 Have you completed the task according to the rubric?
- 14 Have you written at least 150 words?
- 15 Have you written *too many* words?

You aren't penalised for writing too much, but you may be penalised for *not summarising*. You don't need to write more than about 185 words.

## IELTS Writing Task 2

In Task 2 you are given a point of view, an argument or a problem. Assessment for Task 2 is based on your ability to:

- present and support your opinion
- compare and contrast evidence and opinions
- write a solution to a problem
- evaluate and challenge ideas, evidence or arguments
- write in an appropriate style.

### Checklist

- 1 Have you paraphrased the question in your introduction?
- 2 Have you given a clear indication of the organisation of your answer in the introduction?
- 3 Have you given a clear statement of your stance/opinion/position in the introduction?
- 4 Have you given a clear statement about the content of each paragraph?
- 5 Have you given reasons and examples as requested in the rubric?
- 6 Have you also developed your ideas by expressing contrasts, causes, effects, purposes and conclusions?
- 7 Have you written a conclusion? Do all the paragraphs now fit together well?
- 8 Is your answer abstract as required? Or does it contain personal examples?
- 9 Have you divided your answer into clear paragraphs? Have you written 4/5 paragraphs?
- 10 Have you included any irrelevant ideas?
- 11 Have you avoided the repetition of words and structures?
- 12 Have you used a range of grammar, vocabulary and complex structures?
- 13 Have you checked your writing for mistakes?
- 14 Have you completed the task according to the rubric?
- 15 Have you written at least 250 words?

