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**Task 1:  
Academic  
Writing**

**Preview Only**

**Mike Wattie**

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## About the author

I have been teaching English as a second language for over fifteen years in Taiwan and Australia, in language centres and universities. I have also been working as an IELTS examiner. My area of specialization is teaching students how to pass the IELTS exam. I particularly enjoy teaching IELTS because I find it challenging to teach students the necessary skills and strategies that they need to pass, and I also find that my students are highly motivated – this is a joy for a teacher!

## Other books in this series

Answers for IELTS Letter Writing

Answers for IELTS Essay Writing

## Acknowledgements

I would like to thank those responsible for their help in completing this book. I sincerely thank Phil Biggerton for his time editing this book, and for me to use tasks from his book: IELTS - The Complete Guide to Task 1 Writing. I would also like to thank some of my faithful students, Nhi Phan, Andrey Polyakov, and Maria Gvozdeva, for providing valuable feedback on this book. Thanks to all my past students as well, for giving me the inspiration and desire to write this book.

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# 1. Overview

Writing Task 1 is designed to test your ability to explain information shown in a **process diagram, flow chart, line graph, bar graph, pie chart, table, map, or floor plan**. You must present the information in your own words as complete sentences within paragraphs. You are required to write over 150 words, and the task should be completed in 20 minutes (both part 1 and 2 must be finished in 1 hour). You are not asked to give opinions, make assumptions, or draw conclusions about the information given. Note that most of the parts of the task are standardised. For instance, you are always advised to spend about 20 minutes on the task and write at least 150 words. In addition you are always advised to *summarise the information by selecting and reporting the main features*.

## Sample question: WRITING TASK 1

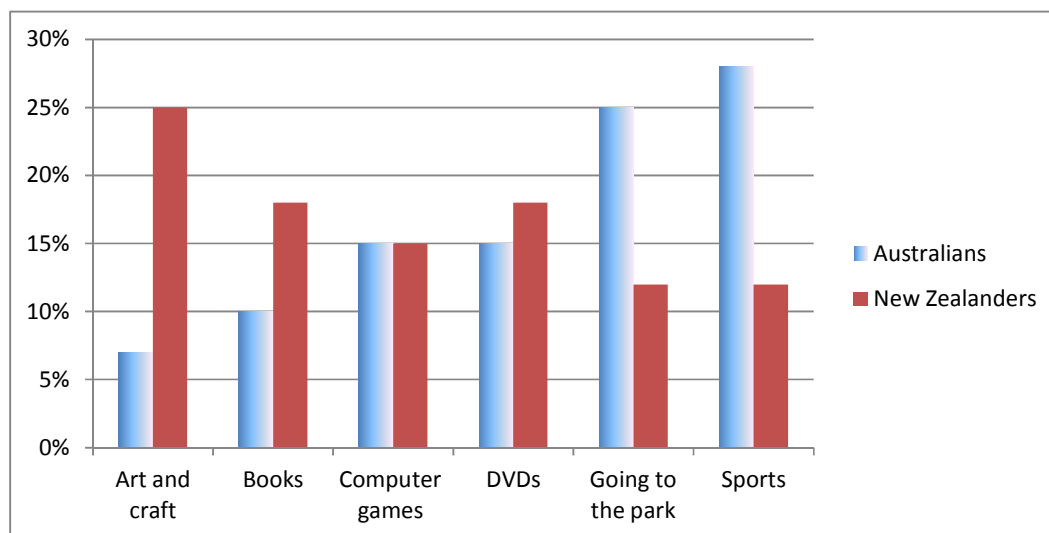
You should spend about 20 minutes on this task.

**The graph below shows information about the activities that New Zealand and Australian children enjoy doing the most in 2007.**

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

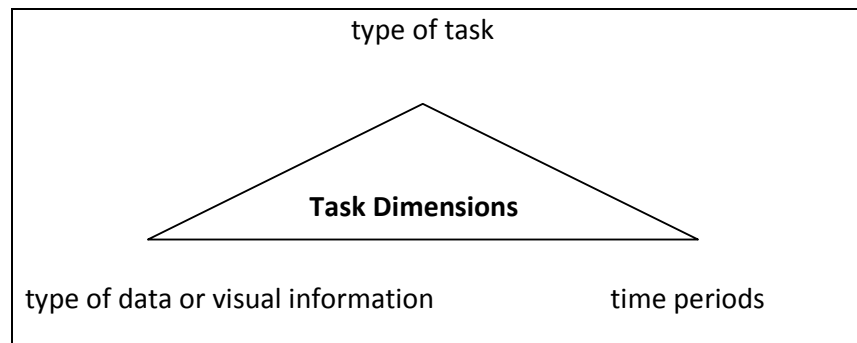
Write at least 150 words.

What Children enjoy doing



## 1.1. Types of tasks

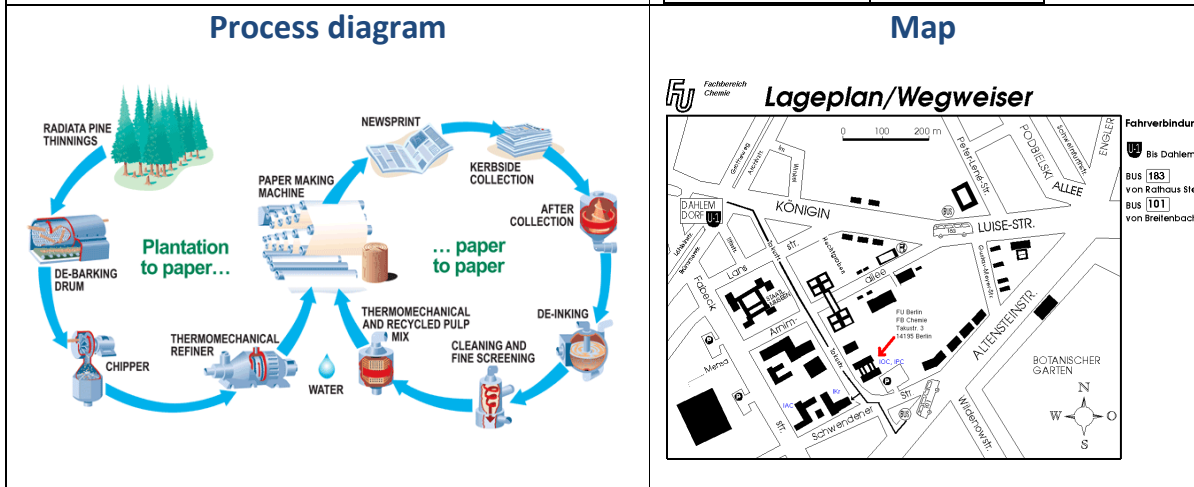
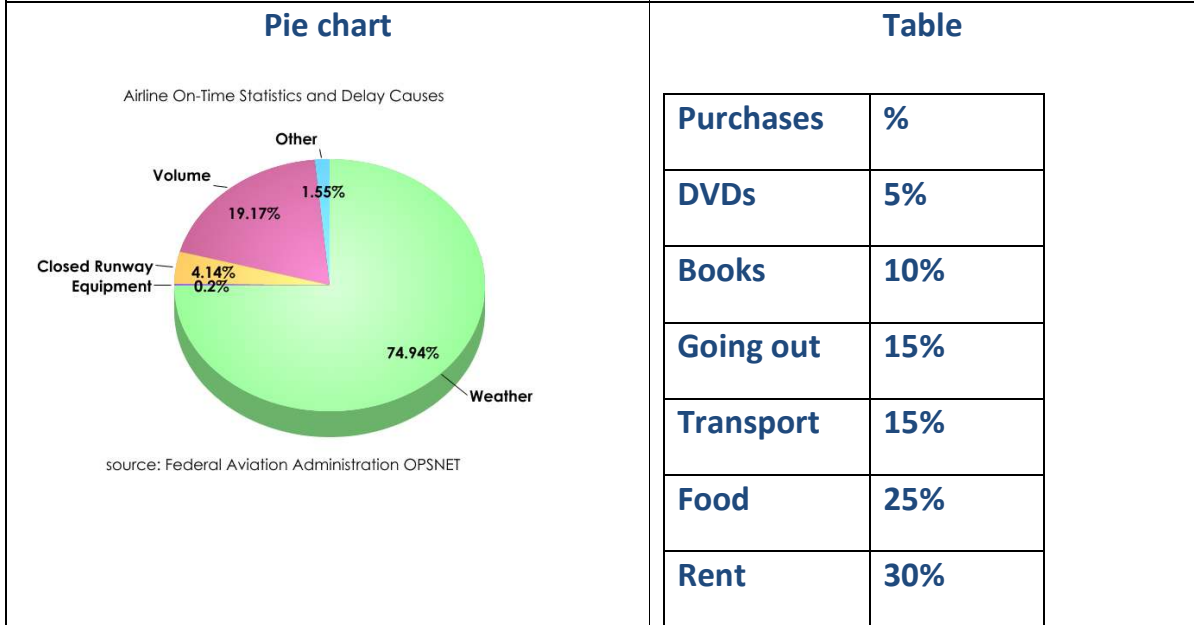
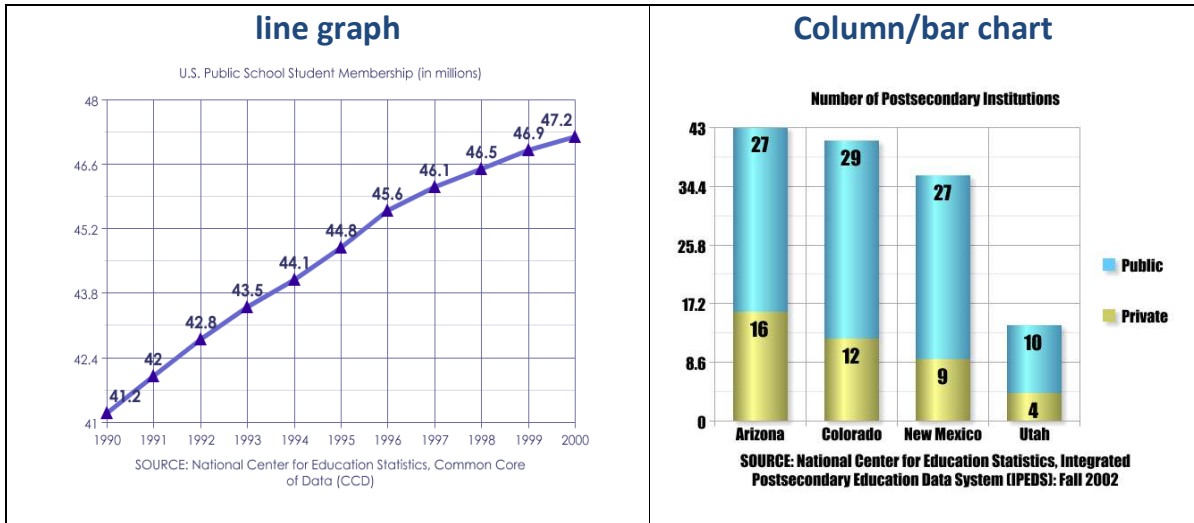
Task one of the IELTS writing exam includes different types of tasks. The most common ones are: tables, pie charts, bar charts, line graphs, process diagrams, flow charts, maps and floor plans, which should all be looked at to be well prepared. Then, task one of the IELTS writing exam can be separated into two key types. Static tasks, which are tasks that have only one time period; and change over time tasks, which have two or more different time periods. Finally, with task one of the IELTS writing exam, you need to use different types of language depending on whether the task consists of numbers, percentages, or steps in a process. Therefore, there are three key dimensions of task one of the IELTS writing exam:



### **Tip!**

**Before you start writing, make sure you are very clear about the type of task, whether the task is about numbers or percentages, and whether the task involves a single time period or many.**

The names of different types of tasks



## How to Improve

1. Learn how the test is structured and graded
2. Learn skills and language to improve your answers
3. Practice using the skills and language
4. Write lots of tasks. If you want to have your essay assessed by an experienced examiner and tutor visit this page:  
<http://www.ieltsanswers.com/IELTS-Writing-Correction.html>

## Task Sequence for Writing: Academic Task 1:

You have about 20 minutes to complete this task. I recommend you spend your time as follows:

1. Spend about 2 to 3 minutes analysing and planning the task
2. Spend about 14 to 15 minutes writing it
3. If you have time, spend a couple of minutes to check what you have written.

### ***Tip!***

**Before you go to your exam you should have a clear idea of the steps you will follow to write your report.**

## A step-by-step approach

1. Read the Task.
2. Paraphrase keywords in the task instructions.
3. Work out what information is given and what type of task it is.
4. Decide if this is a static (same time period) or change over time task.
5. Be clear about whether the data is about percentages or numbers.
4. Identify the highlights of the task. There should be about ten critical points that should be mentioned for each task.
5. Work out the overall summary. There should be one or two key points that must be mentioned for each task.
6. Plan the structure of the answer. Always look for ways the data can be logically grouped into paragraphs.
7. Write your answer.
8. Proofread your answer if time permits.



## **1.2. Planning**

It is essential that you make a solid plan before you start writing your report. This will make sure that you cover all the key data, which helps you maximise your score for task achievement. In addition, it will help you to organise your data logically, which will increase your score for cohesion and coherence. Overall, you should spend about two or three minutes making a plan. A few key aspects of this process are explained below.

### **Selecting data to include**

When writing your report you are supposed to highlight the key data and not just list the data. The Golden Rule to remember is that as the amount of data increases you must be more selective when selecting it. You need about ten key points.

#### ***Tip!***

**Making a plan saves you time when you write your report and ensures you cover all the key points using an appropriate structure.**

## Static tasks

Usually with tasks that have a single time period (static tasks) you want to focus on numbers that are the highest, lowest, or the same. The key data is circled in the table below to illustrate this.

	USA	Uk	Canada	Australia	France	Egypt
Beef	220 <b>a</b>	240 <b>c</b>	160 <b>e</b>	200	150	120
Lamb	150	170	160	130	50 <b>h</b>	60
Chicken	120	120 <b>d</b>	160 <b>f</b>	50 <b>g</b>	40	20 <b>i</b>
Pork	100 <b>b</b>	230	450	450	450	200 <b>j</b>

- a. In the USA beef sales were the highest at 220 grams.
- b. Pork sales were the lowest at only 100.
- c. In the UK beef sales were the most at 240.
- d. Chicken sales were the least at 120
- e. In Canada the sales of beef Lamb and chicken were all the same.
- f. The volume of pork sold and Canada and Australia and France were identical.
- g. Chicken was the lowest selling meat in Australia
- h. Lamb and chicken sold the least in France at only about 50 grams.
- i. The least popular meat was chicken at 20 grams.
- j. In Egypt the most popular meat was pork at 200 grams.

**Note:** you should connect some of these items together in sentences, so if we look at items "i" and "j" we could write: In Egypt the least popular meat was chicken at 20 grams, and the most popular meat was pork at 200 grams.

## End of preview

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# SPECIAL OFFER

Thank you for purchasing my book and taking the time to read it. I hope that it will be beneficial and help you to achieve the score you need in the IELTS writing exam.

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I believe it is extremely beneficial to have an experienced person read your essays and give you feedback on how to improve them. This can avoid many of the typical errors that occur on test day and help you to maximise your score.