

How to Pass your IELTS Test

2024



<http://www.ieltsanswers.com>



This guide includes my top tips for passing the IELTS test.

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Ask an examiner questions!

I have been an IELTS teacher and examiner for ten years; you are welcome to ask me any questions that you have regarding the test. Please ask your questions [here: https://www.ieltsanswers.com/contact-tutor.html](https://www.ieltsanswers.com/contact-tutor.html)

Speaking Tips

To pass your IELTS Speaking Test you need to be able to speak with an examiner for about 14 minutes. In order to achieve a high-score you must prepare for your test well. I have summarized the main ways to prepare effectively below:

1. See model answers for [common topics](#)
2. Review some sample questions for [part one](#) and [part two/three](#) in the test to avoid nasty surprises and to be more familiar with the test.
3. Watch my speaking videos on [youtube](#).
4. Learn [idiomatic expressions](#)
5. Learn some topic specific [vocabulary](#)
6. Get your speaking assessed by an [examiner](#):
7. Join my speaking [course](#)

Reading Tips

To pass your IELTS Reading Test you need to be able to complete 40 questions in about 20 minutes. In order to achieve a high-score you must prepare for your test well. I have summarized the main ways to prepare effectively below:

1. [learn skills](#) to speed up and improve your accuracy.
2. Practice different [types of questions](#)
3. Do ALL the [Cambridge books](#) of past test papers 7-14!
4. Get my [reading ebook](#)

Listening Tips

1. Learn [pre-listening skills](#) to help you know what to listen for
2. Learn [listening skills](#) to help you catch answers
3. Learn [post-listening skills](#) to catch errors
4. Do ALL the [Cambridge books](#) of past test papers 7-14!
5. Get my [listening ebook](#)

Essay Writing Tips

To pass your IELTS Essay Writing you need to be able to write an essay of over 250 words in about 40 minutes. In order to achieve a high-score you must prepare for your test well. I have summarized the main ways to prepare effectively below:

1. Understand the writing test requirements, including [grading](#)
2. Learn how to structure the [three types of essays](#) that get asked
3. Build up vocabulary for [common topics](#) and learn [linking phrases](#)
4. Read [model answers](#) to past questions to see how you should write your essays
5. Learn how to [analyse questions](#) and [plan your essays](#)
6. Start writing essays under test conditions. You need to be able to write your essay in about 40 minutes.
7. Watch my [Youtube](#) videos about writing
8. Get your [tasks assessed](#) by a tutor who has trained as an examiner.
9. Join my [writing course](#)

Letter Writing Tips:

To pass your IELTS Letter Writing you need to be able to write a letter of over 150 words in about 20 minutes. In order to achieve a high-score you must prepare for your test well. I have summarized the main ways to prepare effectively below:

1. Understand the writing test requirements, including [grading](#)
2. Learn how to write the [different types of letters](#) that get asked
3. Build up [vocabulary](#) for letter writing
4. Read [model answers](#) to past questions to see how you should write your letters
5. Start writing letters under test conditions. You need to be able to write your essay in about 20 minutes.
6. Watch my [Youtube](#) videos about writing
7. Get your [tasks assessed](#) by a tutor who has trained as an examiner.
8. Join my [writing course](#)

Report Writing Tips:

To pass your IELTS Report Writing you need to be able to write a report of over 150 words in about 20 minutes. In order to achieve a high-score you must prepare for your test well. I have summarized the main ways to prepare effectively below:

1. Understand the writing test requirements, including [grading](#)
2. Learn how to write [different types of reports](#) such as static, change over time, maps, and processes
3. Read [model answers](#) to past questions to see how you should write your reports
4. Learn how to analyse questions and [plan your report](#)
5. Start writing reports under test conditions. You need to be able to write your essay in about 40 minutes.
6. Watch my [Youtube](#) videos about writing
7. Get your [tasks assessed](#) by a tutor who has trained as an examiner.
8. Join my [writing course](#)

eBooks to help you pass your test.

Tips, strategies, model answers, and step-by-step guidance. My books are based on my collective wisdom as a past examiner, IELTS teacher, and online IELTS tutor. As a result of this I have identified areas of weakness in many of my students and test takers and based on this I have written books to help students improve their writing and avoid common pitfalls when taking the IELTS exam.

Ways to connect with me:

Follow me on Facebook: <https://www.facebook.com/IELTSanswers/>

Watch my Youtube videos: <https://www.youtube.com/user/IELTSanswers>

Email: examiner@ieltsanswers.com

Website: <http://www.ieltsanswers.com>

SPEAKING: Questions 2024

Have an IELTS Speaking Practice Mock Test Online with an experienced tutor and examiner to build confidence, fluency, and familiarity with the test.

More about speaking practice here:

<http://www.ieltsanswers.com/ielts-speaking-practice.html>

I also have a speaking course: <https://www.ieltsanswers.com/ielts-online-speaking-success-course.html>

Note about the questions: questions are shown below for speaking test questions reported by students who have taken the test and from Websites such as ieltsbro.com in China. NOTE: these are not official questions. These are only intended as sample practice questions and the questions you get in your real test will be different.

Part 1:

JAN 2024

As these emerge, I will update them on my website here:

<https://www.ieltsanswers.com/current-ielts-speaking-test-questions.html>

SEP 2023

Chatting

What do you chat about with your friends?

Do you prefer to chat face-to-face or on social media?

Do you like to talk about different topics than when you were a child?

Do you prefer chatting with a few friends or a big group of people?

Clothes

What kind of clothes do you like to wear?

Are there any types of clothing you would never wear?

What colour clothes do like to wear?

Do you wear the same style of clothes on weekdays and weekends?

Films

What films do you like?

How often did you watch films when you were a child?

Did you ever go to the cinema as a child?

Do you think going to the cinema is a good way to spend time with friends?

Fishing

Do you like eating fish?

Have you seen any movies with lots of fish?

Have you ever been fishing?

Is fishing popular in your country?

Geography

Did you study geography at school?

Do you think geography is a useful subject?

Are you interested in travelling to any countries because of their geography?

Do many people study geography in your country?

Gifts

Do you like giving gifts to people?

What kind of gifts do you usually give to your friends or family?

Do you prefer to buy gifts online or in a store?
How do you feel when you receive a gift from someone?

Helping others

Do you usually help people around you?
How do you help people around you?
Did your parents teach you to help others?
Do people in your country like to help strangers?

Maps

How often do you use a map?
Did you learn to read a map when you were a child?
Do you prefer electronic or paper maps?
When was the last time you needed to use a map?

Music

How often do you listen to music?
What is your favourite type of music?
Did you listen to music when you were a child?
Would you like to learn to play an instrument?

Noise

What type of noises do you often hear?
Are there any sounds you like?
What kind of noise do you dislike most?
Is your area becoming noisier?

Robots

Are you interested in robots?
Have you ever seen any TV shows or movies about robots?
Would you ride in a car driven by a robot?
Do you think you will buy a robot in the future?

Running

How often do you run?
Where do you usually go running?
Did you like running when you were a child?
Do you think running is a good way to stay healthy?

Tea and coffee

Do you prefer to drink tea or coffee?
When was the last time you drank tea or coffee?
If someone visits your home, will you serve tea or coffee to them?
Do most people in your country like to drink tea or coffee?

Part 2

2024

As these emerge, I will update them on my website here:

<https://www.ieltsanswers.com/current-ielts-speaking-test-questions.html>

SEP 2023

Describe an occasion when you waited a long time for a nice thing

You should say:

When it happened

What the nice thing was

Why you waited for a long time

And explain how you felt about the experience

Describe a science subject (Biology, Robotics) that you are interested in

You should say:

What subject it is

When and where you came to know about this subject

How you got information about this subject

And explain why you are interested in this subject

Describe a party that you enjoyed

You should say:

When you went to the party

Where the party was held

What kind of party it was

And explain why you enjoyed this party

Describe a park or a garden in your city

You should say:

When you go there

Where it is

Who you go there with

And explain what it is like

Describe a painting

You should say:

When you first saw this painting

What the painting is about

Who the painter is

And explain how you feel about this painting

Describe a foreigner who speaks your language well

You should say:

Who this person is

Where he or she is from

How he or she learns the language

And explain why he can speak your language well

Describe someone you don't know but would like to know more about

You should say:

Who this person is

How you know this person

What interesting things he or she has done

And explain why you want to know more about him or her

Describe a person who likes to cook for others

You should say:

Who this person is

What he or she likes to cook

When this person cooks

And explain why this person likes to cook for others

Describe a place in your country that you are interested in

You should say:

Where it is

What it looks like

How you know about it

And explain why you are interested in it

Describe a photo that makes you feel happy

You should say:

When and where you took the photo

What the photo is like

How often you watch the photo

And explain why it makes you feel happy

Describe a rule that is important in your school or at work

You should say:

What the rule is about

What happens when people break the rule

Why you think it is an important rule

And explain how you feel about the rule

Describe a period of time that changed your life

You should say:

When it was

Who you were with

What happened

And explain why it changed your life

Describe an activity that made you feel tired

You should say:

When it happened

Where it took place

What the activity was

And explain why it made you feel tired.

Check out my ebook here: <https://www.ieltsanswers.com/speaking-test-book.html>

NOTE MODEL ANSWERS HERE: on my website:

<https://www.ieltsanswers.com/current-ielts-speaking-test-questions.html>

PART 3:

I'm not including questions for part three because the examiners can make up their own questions in this part and therefore it's difficult to determine exactly what the questions will be. If you want some help for part three speaking look on my website here:

<https://www.ieltsanswers.com/speaking-part3.html>

Useful Links

Speaking grading criteria

Speaking strategies

Speaking Vocabulary

Mock test by an examiner:

Join my speaking course

Buy my video course

Buy my book

I have only listed the questions here; if you want to see model answers and vocabulary suggestions please look on my website: <https://www.ieltsanswers.com/current-ielts-speaking-test-questions.html>

ESSAY MODEL ANSWERS:

Join my online writing **course**:

Send me your writing for **editing**:



How to use this eBook to improve your writing

1. Look at a task and make a plan [only look at my sample planning after you have done this as planning is crucial!]
2. Write your answer. You can send me a typed version or a photo of a handwritten version.
3. Send your model answer to me for correction.
4. Receive your corrected task back from me.
5. Review your task and ask questions if anything is unclear.
6. View my model answer, in this document, to get ideas about how to improve your answer to this task.

INTRODUCTION

VIDEOS INTRODUCING THE WRITING TEST

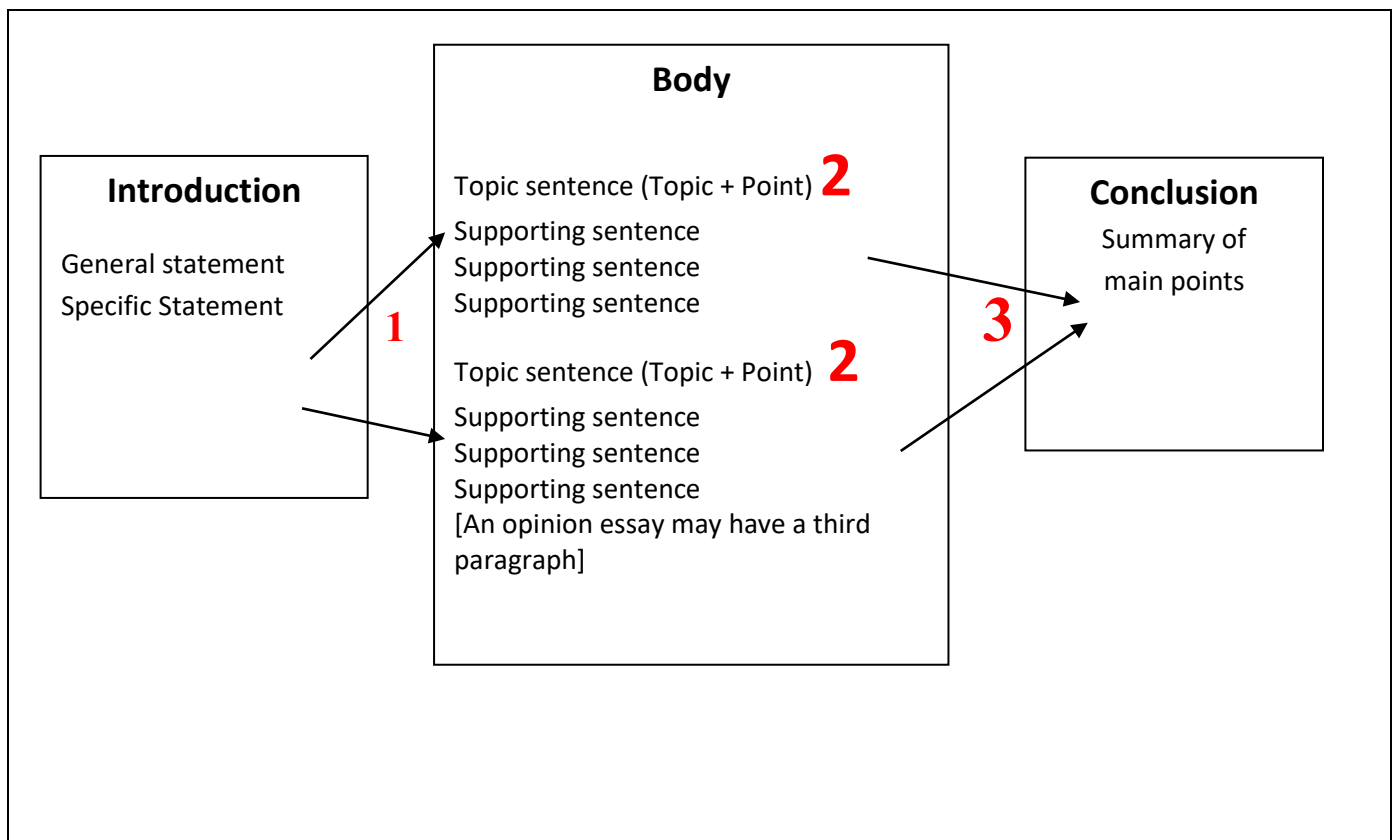
1. grading criteria: https://youtu.be/iCAkGFe30_g
2. essay task analysis: <https://youtu.be/griu7FUp-Oc>
3. planning your IELTS essay: <https://youtu.be/YK5G-YXwFT4>
4. different types of IELTS essays: https://youtu.be/KssFP1YVG_o

THREE TYPES OF ESSAYS

1. **opinion essays**
2. **both sides and opinion essays**
3. **two-question essays**

GENERAL ESSAY STRUCTURE

The overall structure for most types of essays is shown below. You can see that the specific ideas get repeated three times. The specific ideas are introduced at the end of the introduction, at the beginning of paragraphs and then summarised in the conclusion of the essay. Note that this is a general structure for an essay and in order to do well in your test you should refine the structure for different types of essays.



Opinion Essays

This type of essay tests your ability to state an opinion on an issue and then support it with logical reasons. To score well you need to explain your reasons clearly and use examples to illustrate the key points you are trying to make.

Watch a video on opinion essays: https://www.youtube.com/watch?v=zXe6FyP6T_Q

TYPICAL QUESTION WORDS

What is your opinion?

Do you agree or disagree?

To what extent do you agree or disagree?

Do the advantages outweigh the disadvantages?

SAMPLE TASK

Some people believe that the fast pace and stress of modern life is having a negative effect on families.

To what extent do you agree or disagree?

TASK ANALYSIS

It is important to realise that every task contains a topic and a question. You must fully address both the topic and the question to score six and above for task response. An analysis of the topic and question is provided below:

Topic: Some people believe that the **fast pace** and stress of modern life is having a negative effect on families.

Whenever you see the word **and** in the topic, you must address both parts of this question. In this case, the essay must address both the fast pace and stress of modern life in order to reach six and above for task response.

Question: *To what extent do you agree or disagree?*

The question also has two requirements. You must state whether you **agree** or **disagree** and also the extent, or **how much**, you agree or disagree. For instance, it could be “totally agree” or “somewhat agree”.

STRUCTURE

Introduction
Rephrase topic
State your opinion and maybe the reasons for it
Body 1
Reason 1
Explain
Add details/ illustrate with an example
Body 2
Reason 2
Explain
Add details/ illustrate with an example
[Sometimes] Concession/ side you support less
Reason
Explain
Add details/ illustrate with an example
Conclusion
Restate your position + summary of the reasons
Final comment based on your summary

TOTALLY AGREE/DISAGREE: MODEL ANSWER

1. Note that the structural language is in **bold** font.
2. For this type of question, it is much easier to totally agree or totally disagree. On the next page is a version for somewhat agree.

Some people believe that the fast pace and stress of modern life is having a negative effect on families.

To what extent do you agree or disagree?

There is currently a contentious argument over whether family life is being harmed by the high-speed and pressure of contemporary lifestyles. **I totally agree with this opinion because** the fast pace leads to less time for families to be together, **and** stress leads to arguments among family members.

The main reason why I believe family life is being compromised **is because** families have less time to be with each other. **This is due to** family members being busier at work and with their social lives. **As well as this**, people have many things they have to do these days **such as** checking e-mail and updating their online social status, and so less time is left for family life. **To illustrate**, I spend about two hours online every night attending to daily correspondence before chatting with my family members, **whereas** ten years ago I would spend time with my family as soon as I walked in the door.

Another reason why I think that families are being impacted negatively is that the pressure of life these days means that even when families do get together arguments are more likely. **This is because** everyone feels tired and they are more likely to get irritated and react to their heightened emotional levels.

In conclusion, I completely agree that the rapid pace and stressful nature of contemporary lifestyles are having negative consequences on family relationships. **This is because** people members have less time, and when they are together, they feel less relaxed. **Therefore**, it is important for families to take regular vacations together to strengthen their bonds.

[263 words]

SOMEWHAT AGREE/DISAGREE: MODEL ANSWER

1. For this version I will somewhat agree. This is more challenging than the previous answer.
2. I will have two reasons to agree and then one reason why I disagree. For the reason to disagree, I have to find an exception to the reasons for agreeing. You can see this in paragraph 4.

Some people believe that the fast pace and stress of modern life is having a negative effect on families.

To what extent do you agree or disagree?

Many people feel that family life is being harmed by the high-speed and pressure of contemporary lifestyles. **I somewhat agree with this opinion** because the fast pace leads to less time for families to be together, **and** stress leads to arguments among family members; **however**, in some rare cases, it actually brings families closer together.

The main reason why I believe family life is being compromised **is because** families have less time to be with each other. As individual family members are busier at work and with their social lives, they have less time to spend with their family. **As well as this**, people have many things they have to do these days such as checking e-mail, updating their online social status and so less time is left for family life.

In addition, the pressure of life these days means that even when families do get together arguments are more likely. **This is because** everyone feels tired and they are more likely to get irritated and react to their heightened emotional levels.

However, there are some instances when this phenomenon can actually bring families closer together. This occurs in families with high levels of emotional intelligence where family members realise the time pressures that all members face and make extra efforts to maintain their family bonds. These emotionally savvy families focus on spending as much of their free time together as possible. **For example**, they take all their vacations together and focus on their quality of time together rather than the quantity of time.

In conclusion, I somewhat believe that the rapid pace **and** stressful nature of contemporary lifestyles are having negative consequences on family relationships. This is because family members have less time, and when they are together, they usually feel less relaxed. **Nevertheless**, there are a minority of families that are cognizant of the need to maintain family bonds and actually forge closer bonds due to their perceived need to make an extra effort.

OUTWEIGH ESSAY: MODEL ANSWER

1. The question is asking whether the advantages or disadvantages are stronger.
2. I suggest you have two main ideas for the stronger side and one idea for the weaker side.

Some museums and art galleries charge admission fees, while others have free entry.

Do you think the advantages of charging for admission outweigh the disadvantages?

MODEL ANSWER:

With the increasing popularity of museums and art galleries, **whether they should be** free of charge **or not** has drawn much discussion amongst the general public. **I believe that the merits of charging for entry outweigh the drawbacks.**

One of the cogent reasons for charging fees is that they can help pay for building and maintenance costs. **This is because** charging a reasonable entry fee, **can help** cover the cost incurred as a result of day-to-day activities such as utility bills, maintenance costs, renovation, and staff costs. If these costs were not covered the state of the facilities would deteriorate and be less attractive.

An additional benefit of entrance fees is that they allow these places to buy new exhibits to attract more people. **This means that** the fees benefit museum attendees by constantly improving the quality of these places. Consequently, charging an admission fee seems very utilitarian to creating better museums and galleries.

However, there are downsides associated with admission fees, one of which is that it may preclude some members of the community from entering the facilities. **This is particularly the case for** poor members of society who may be unable to afford the entry price. It seems a great pity if children and economically disadvantaged people are unable to benefit from the cultural experiences these venues provide.

In conclusion, the benefits of an entry fee, in terms of funding maintenance **and** expansion **surpass the downsides** such as limited access for the poor. **Furthermore,** the risk to impoverished members of society **can be mitigated by** offering heavily discounted entry to them.

PRACTICE QUESTIONS FOR OPINION ESSAYS

1. Write your own essays using the instructions below
2. Click on the questions to see sample answers
3. Get your task assessed by an examiner!
<https://www.ieltsanswers.com/writing-correction-ielts.html>

Many manufactured food and drink products contain high levels of sugar, which causes many health problems. Sugary products should be made more expensive to encourage people to consume less sugar.

Do you agree or disagree?

In the future, all cars, buses, and trucks will be driverless. The only people traveling inside these vehicles would be passengers.

Do you think the advantages of driverless vehicles outweigh the disadvantages?

Some people say that music is a good way of bringing people of different cultures and ages together

To what extent do you agree or disagree?

A country becomes more interesting and develops more quickly when its population includes a mixture of nationalities.

To what extent do you agree or disagree?

Learning about the past has no value for those of us living in the present.

To what extent do you agree or disagree?

Many people say that cooking and eating at home is better for the individual and the family than eating out in restaurants.

Do you agree or disagree?

Many people believe children should begin learning a foreign language in primary school instead of secondary school.

Do you think the advantages of learning a foreign language in primary school outweigh the disadvantages?

Many people believe cities should not try to preserve its old, historic buildings and instead, they should destroy them and replace them with modern buildings.

To what extent do you agree?

Both Sides and Opinion Essays

This type of essay tests your ability to discuss both sides of an argument and also give your own opinion. To score well you need to argue both sides of an argument clearly and give your own opinion along with a logical justification for it.

Watch video on BSO essays: <https://www.youtube.com/watch?v=PC5DJQnc3Fw&t=40s>

TYPICAL QUESTION WORDS

Discuss both sides of this argument and then give your own opinion

Discuss the advantages and disadvantages and give your own opinion

SAMPLE TASK

Some people think that the education system should only focus on preparing students for employment, while others believe it has other important functions.

Discuss both sides and then give your own opinion.

TASK ANALYSIS

Topic: Some people think that the education system should only focus on preparing students for employment, while others believe it has other important functions.

This type of topic expresses two points of view. It is important to always see what the two points of view are. In this case, the topic of the essay is about whether schools should only prepare students for their future careers or not. In other words, it is **careers purposes vs. other purposes**.

Question: Discuss both sides and then give your own opinion.

The question has three requirements. You must discuss each side of the argument from a neutral point of view and then give your opinion, which is your view on the argument. In order to score a six and above you need to make sure you meet all three requirements of the question.

STRUCTURE

INTRODUCTION
Rephrase topic
Introduce what the essay is about
SIDE 1
Topic sentence
Idea 1
Explain + Add details/ illustrate with an example
Idea 2
Explain + Add details/ illustrate with an example
SIDE 2
Topic sentence
Idea 1
Explain + Add details/ illustrate with an example
Idea 2
Explain + Add details/ illustrate with an example
CONCLUSION
Give your opinion + explain the reason[s]

SOME PEOPLE OTHER PEOPLE AND YOUR OPINION: MODEL ANSWER

Some people believe that it is best to accept a bad situation such as an unsatisfactory job or shortage of money. Others argue that it is better to try and improve such situations.

Discuss both these views and give your own opinion.

Some believe that it's important to be accepting of negative circumstances when they occur, **whereas others feel** that it's better to try to seek solutions in such situations. **This essay discusses both perspectives and why I believe that** the arguments for seeking solutions are stronger.

There are two main reasons why some people believe that we must be accepting of bad circumstances. **First of all**, we often cannot avoid bad situations. Since these situations can't always be avoided it's best to just accept the reality. **For instance**, economic downturns can lead to the company we work for going bankrupt and in this case, we should not feel hard done by if we lose our job. **In addition**, unnecessary stress can be caused by dwelling on our current circumstances. If we are accepting of our circumstances this can allow us to maintain a positive mood and continue enjoying our life despite a setback.

However, others argue that we should have a proactive attitude and find solutions to any negative predicament. **The main benefit of this approach is that** it may lead to eustress which helps to motivate us to find solutions. **For instance**, if we lose our job, we should focus on finding a new job to solve the problem of being unemployed. Additionally, focusing on solutions can divert some of our negative emotions such as a feeling of bad luck or guilt into more positive emotions such as feelings of empowerment in our ability to solve our problems.

In conclusion, I believe both sides of the argument have merits. On balance, however, it seems that it's better to focus on finding solutions **because** it increases the likelihood of solving our problems and maintaining a positive mental attitude, **which is far more important than** the benefits of avoiding stress through being accepting of our circumstances.

Teenagers who commit serious crimes, such as burglary or murder, should be treated in the same way as adults who commit crimes.

Discuss the advantages and disadvantages of this and give your own opinion?

A controversial issue is whether young offenders who commit severe criminal actions should be held accountable for their actions just the same as adults. **This essay discusses the merits and drawbacks of this and then I will explain why I believe** it's better for Young offenders to be treated less strictly.

There are benefits of not considering offenders' age when dealing with serious crimes. **The strongest one** is that if these juvenile delinquents are given the same strict punishments as adults, it will act as a powerful deterrent against doing serious crimes. **Moreover**, when young perpetrators receive lighter sentences than they deserve, it is an injustice to the victims. **For instance**, if a youth kills his classmate, the parents of the murdered child will feel the situation is unjust if the perpetrator is not at least incarcerated.

However, treating both young and mature lawbreakers equally may have **adverse effects**. The **main reason** is because children may not have sufficient intellectual or moral capacity to fully understand the outcomes of their misdeeds; it can be argued that they should receive lighter sentences than adults. **Secondly**, because of their long life ahead of them, many people argue that youths should be given a second chance, and an opportunity to successfully rehabilitate and learn a valuable lesson. Many believe that young offenders can often turn into good citizens when they mature into adulthood.

In conclusion, in my opinion, there are merits and drawbacks to treating youths differently to adults. **However, overall, I believe that** young offenders should be dealt with more leniently than adults due to their potential lower level of understanding about the crimes they commit.

[282]

PRACTICE QUESTIONS FOR BOTH SIDES AND OPINION ESSAYS

1. Write your own essays using the instructions below
2. Click on the questions to see sample answers
3. Get your task assessed by an examiner!
<https://www.ieltsanswers.com/writing-correction-ielts.html>

Some people say that advertising is extremely successful at persuading us to buy things. Other people think that advertising is so common that we no longer pay attention to it.

[Discuss both these views and give your own opinion.](#)

Some people say that the main environmental problem of our time is the loss of particular species of plants and animals. Others say that there are more important environmental problems.

[Discuss both these views and give your own opinion](#)

Some people feel that the design of newly constructed buildings in big cities should be controlled by governments. Others believe those who finance the construction of a building should be free to design it as they see fit.

[Discuss both these views and give your opinion.](#)

It is generally believed that success in fields such as art and sport can only be achieved if a person has natural talent. However, it's sometimes claimed that any child can be taught to become a good sports person or artist.

[Discuss both these views and give your opinion.](#)

Some people think that we live in a society where money and possessions are given too much importance. Others believe that this is improving our lives.

[Discuss both these views and give your own opinion.](#)

Some people think that a sense of competition in children should be encouraged. Others believe that children who are taught to co-operate rather than compete become more useful adults.

[Discuss both these views and give your own opinion.](#)

Some people believe that time spent on television and computer games can be valuable for children. Others believe this has negative effects on a child.

[Discuss both views and give your own opinion.](#)

Some people think that parents have a great influence on their children. Others believe that the media is a bigger influence. [Discuss both views and give your own opinion](#)

In some countries, young people are encouraged to work or travel for a year between finishing high school and starting university studies.

[Discuss the advantages and disadvantages for young people who decide to do this.](#)

Two-Question Essays

This type of question is sometimes known as a *problem and solution essay*. I do not call it this because it is not always about *problems* and *solutions*. This type of question tests your ability to discuss two aspects of an issue. To score well you must answer BOTH questions well. Therefore, you should respond to each of the questions equally.

Watch video on two-question essays: <https://youtu.be/PC5DJQnc3Fw>

TYPICAL QUESTION WORDS

What problem does this cause?

What are some potential solutions?

What are the causes of this problem?

What are some potential solutions?

Do you agree or disagree?

What are some solutions?

SAMPLE TASK

Some people think that in the future lots of changes will occur that will improve our society.

Do you agree or disagree?

What kind of changes will occur?

TASK ANALYSIS

Topic: In the future many changes will occur and many people feel these will improve our society.

Question 1: *Do you agree or disagree?*

Question 2: *What kind of changes will occur?*

STRUCTURE

INTRODUCTION
Rephrase topic
Introduce what the essay is about
QUESTION 1
Topic sentence
Idea 1
Explain + Add details/ illustrate with an example
Idea 2
Explain + Add details/ illustrate with an example
QUESTION 2
Topic sentence
Idea 1
Explain + Add details/ illustrate with an example
Idea 2
Explain + Add details/ illustrate with an example
CONCLUSION
Give your opinion + the reason/reasons

STANDARD TWO QUESTION ESSAY: MODEL ANSWER

Nowadays many people choose to be self-employed, rather than to work for a company or organisation.
Why might this be the case?
What could be the disadvantages of being self-employed?

Many people these days decide to work for themselves instead of being employed by others. **This essay discusses the motives for this and also the drawbacks** of this choice of career.

There are two main reasons for this phenomenon. The main one is that people feel motivated to become entrepreneurs. This is because they see running their own businesses as an exciting challenge. For instance, I was bored with my regular job teaching at a school and so I started my own online IELTS teaching company in order to have a more stimulating work day. **In addition**, running your own business can lead to better long-term career prospects. If you work hard at your business and develop enthusiastically satisfied customers you will be deriving all the benefits rather than passing these on to an employer.

Running your own business **has its drawbacks. The biggest downside is** the risk of venturing out on your own. If the business is not successful you will not have an income. **For instance**, my uncle opened a restaurant, but it turned out his cooking skills were not as good as he thought and he could not attract enough customers to pay all his bills and finally, he became bankrupt. **As well as this**, it can be extremely stressful to run your own business. This can often be due to the lack of resources to help you with issues such as the need to run your own website.

In conclusion, many people are venturing out on their own **due to** their interest in running their own business and believing that they will have a better career. **However**, it should be kept in mind that this can be risky and stressful. **Therefore**, this type of career is not suited to all people.

In the future many changes will occur and many people feel these will improve our society.

Do you agree or disagree?

What kind of changes will occur?

As a result of developments that are taking place, many people believe that life will become better. **This essay discusses why I totally agree** that the changes that are coming are positive, **and also suggests** what kind of changes will occur.

I believe the coming changes are beneficial. **The main reason is that** they will make our lives more convenient. We are likely to have more free time as a result of technology taking over many of our everyday tasks. **For example**, we may have robots capable of doing many household chores, and this will enable us to have more free time for enjoyment and relaxation. **Another factor is that** our recreational time will be enhanced by new technologies that make our entertainment even more fun. If we enjoy ourselves more, we will be happier and more relaxed.

There are two main types of developments that are likely to occur. The first of these is time-saving technologies. Future enhancements of robotics are likely to lead to even more household tasks being performed by machines. **In addition**, the entertainment industry looks likely to soon make enhancements to our recreational experiences by making new technologies available. **A good example of this is** 3-D television, which will make watching movies more fun.

In conclusion, I agree society will be improved by the coming changes **because** we will have technology takeover many of life's mundane tasks **and** we'll have better forms of entertainment. **The most likely changes appear to be** technologies to save us time **and** also enhance our leisure time. This means that we are likely to have more time for relaxation and better ways to spend it.

PRACTICE QUESTIONS FOR TWO QUESTION ESSAYS

1. Write your own essays using the instructions below
2. Click on the questions to see sample answers
3. Get your task assessed by an examiner!
<https://www.ieltsanswers.com/writing-correction-ielts.html>

In some countries, more people are becoming interested in finding out about the history of the house or building they live in.

What are the reasons for this?

How can people research this question?

In some countries owning a home rather than renting one is very important for people

Why might this be the case?

Do you think this is a positive or negative situation?

In some cultures, children are often told that they can achieve anything if they try hard enough.

What are the advantages and disadvantages of giving children this message?

Some people feel that entertainers such as film stars, pop musicians or sports stars are paid too much money.

Do you agree or disagree?

Which other types of job should be highly paid?

Nowadays we are producing more and more rubbish.

Why do you think this is happening?

What can governments do to help reduce the amount of rubbish produced?

There is growing evidence that man-made activities are making global temperatures higher.

What are the causes of temperatures rising?

How should we deal with this problem?

In some countries, the average weight of children is increasing and their level of health and fitness is decreasing.

What do you think are the causes of these problems and what measures could be taken to solve them?

The Internet has transformed the way information is shared and consumed, but it has also created problems that did not exist before.

What are the most serious problems associated with the Internet?

What are the best ways to solve them?

In some countries, young people are encouraged to work or travel for a year between finishing high school and starting university studies.

Discuss the advantages and disadvantages for young people who decide to do this.

VIDEOS

1. grading criteria: https://youtu.be/iCAkGFe30_g
2. essay task analysis: <https://youtu.be/griu7FUp-Oc>
3. planning your IELTS essay: <https://youtu.be/YK5G-YXwFT4>
4. different types of IELTS essays: https://youtu.be/KssFP1YVG_o
5. opinion essays: https://www.youtube.com/watch?v=zXe6FyP6T_Q
6. both sides and opinion essays: <https://youtu.be/PC5DJQnc3Fw>
7. two-question essays: <https://youtu.be/ukfqAqca7fU>

Useful Links

[eBook for Essays](#)

[Complete writing eBook](#)

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REPORT MODEL ANSWERS:

Join my online writing [course](#):

Send me your writing for [editing](#):



To pass your IELTS Report Writing you need to be able to write a report of over 150 words in about 20 minutes. In order to achieve a high-score you must prepare for your test well. I have summarized the main ways to prepare effectively below:

1. Understand the writing test requirements, including [grading](#)
2. Learn how to write [different types of reports](#) such as static, change over time, maps, and processes
3. Read [model answers](#) to past questions to see how you should write your reports
4. Learn how to analyse questions and [plan your report](#)
5. Start writing reports under test conditions. You need to be able to write your essay in about 40 minutes.
6. Watch my [Youtube](#) videos about writing
7. Get your [tasks assessed](#) by a tutor who has trained as an examiner.

Send me your writing:

[Have your writing checked](#) by a professional IELTS teacher and examiner and find out your band score and how to improve it.

[Watch the video:](#)



Single Time (Static)

The table below gives information on consumer spending on different items in five different countries in 2002.

	Food/Drink/Tobacco	Clothing/Footwear	Leisure/Education
Ireland	28.91%	6.43%	2.21%
Italy	16.36%	9.00%	3.20%
Spain	16.80%	6.51%	1.98%
Sweden	15.77%	5.40%	3.22%
Turkey	32.14%	6.63%	4.35%

Task Analysis:

Time: **static**

Fewest category: **spending type**

Amount of data: **15**

Notes:

1. You should not use symbols; therefore, you should not use slashes [/] in your reports. For example, Clothing/Footwear = clothing and footwear.
2. You should not capitalise the categories as they are not proper nouns.
3. As the numbers are very precise you should use some language of approximation such as: roughly, approximately, just over, slightly over.

Language:

spending = expenditure

country = nation

food/drink/tobacco = foodstuffs, beverages and tobacco

clothing/footwear = clothes and shoes

leisure/education = recreation and learning

Ireland = Irish

Italy = Italians

Spain = Spaniards

Sweden = Swedes

Turkey = Turks

Plan

	Food/Drink/Tobacco <i>H</i>	Clothing/Footwear <i>2nd H</i>	Leisure/Education <i>Low</i>
Ireland	28.91% <i>2</i>	6.43% <i>5</i>	2.21%
Italy	16.36% <i>3L</i>	9.00% <i>4H</i>	3.20% <i>8</i>
Spain	16.80% <i>3L</i>	6.51% <i>5</i>	1.98% <i>9L</i>
Sweden	15.77% <i>3L</i>	5.40% <i>6L</i>	3.22% <i>8</i>
Turkey	32.14% <i>1H</i>	6.63% <i>5</i>	4.35% <i>7H</i>

H = highest; L = lowest; numbers represent the order to cover the item in the report

Model Answer:

The table shows the percentages of consumer expenditure for three categories of products and services, in five countries, in 2002. Overall, the largest proportion of consumer spending in each nation was for foodstuffs, beverages, and tobacco; and the lowest was for recreation and learning.

With regard to food, beverages, and tobacco the nation that spent the highest was Turkey, at 32.14%, followed by Ireland, at nearly 29%. Spain, Italy and Sweden all spent the lowest at a little over 15%.

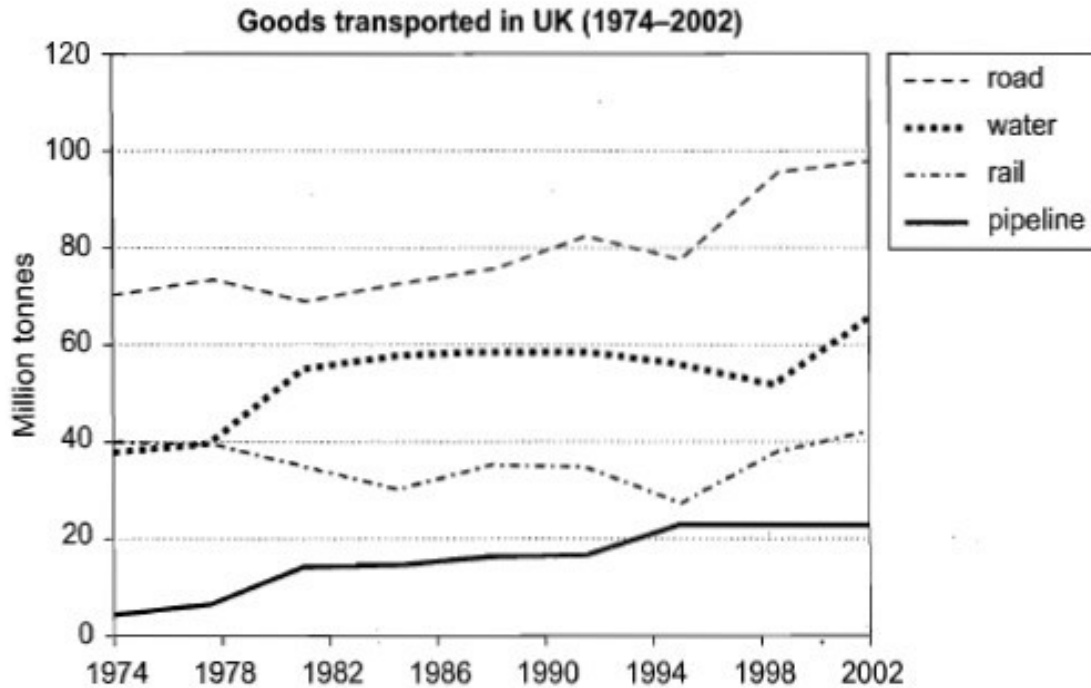
Turning to clothes and shoes the Italians had the highest figure at exactly 9%. The next highest proportions were by the Irish, Spaniards, and Turks at around 6.5%. The Swedes spent the least at 5.40%

Finally, looking at expenditure on recreation and learning, the highest level of spending was by the Turks at 4.35%. The next highest was in Sweden and Italy with 3.22% and 3.2%, respectively followed by the Irish at 2.21%, while Spain had the lowest proportion at 1.98%.

[161 words]

Change Over Time

The graph below shows the quantities of goods transported in the UK between 1974 and 2002 by four different modes of transport.



Task Analysis:

Time: Multiple periods

Fewest category: Types of transportation

Amount of data: $32 = 8 \text{ years} \times 4 \text{ types of transport}$

Notes:

1. There is a huge amount of data so you must choose the 10-12 key points and try to combine data as much as possible.
2. Note the spelling of *tonnes* for this task is different to tons [USA] and that you will get penalised if you write tons.

Language:

UK = the United Kingdom

Goods = products, cargo, freight

transported = conveyed, moved, shifted, delivered

modes of transport = types of transportation, forms of delivery

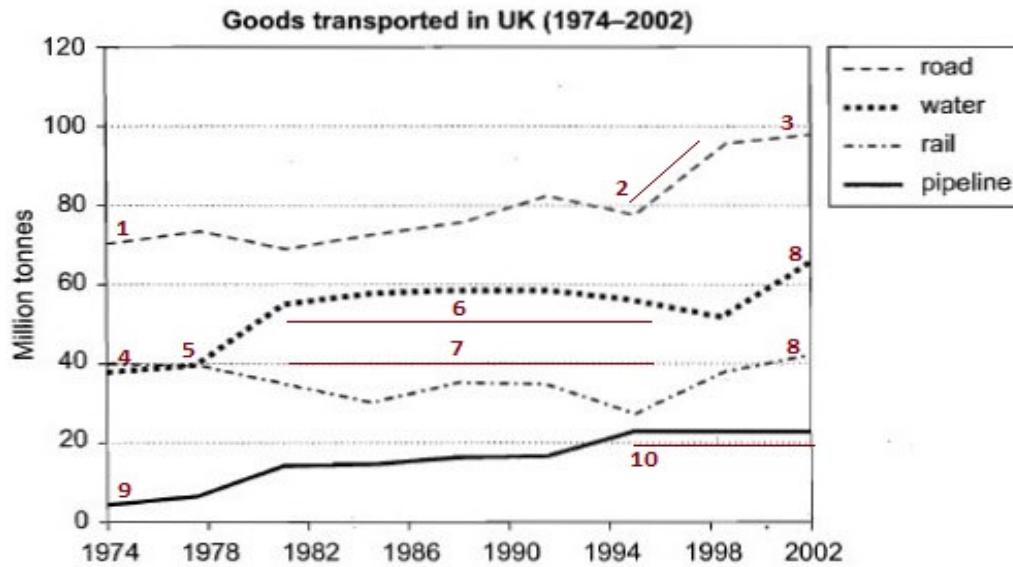
road = roadways

water = boat, ship, waterways

rail = train, railway

pipeline = [unlikely you will know what this is so DO NOT rephrase it]

Plan



MODEL ANSWER:

The line graph provides information about how cargo was conveyed by four types of transportation, in the United Kingdom, from 1974 to 2002. Overall, goods sent by all forms of delivery increased.

Products sent by road were the highest throughout the period. In 1974, roughly 70 million tonnes were transported and it gradually increased to about 80 million tonnes over the next 20 years. Around 1994, it started increasing more dramatically and finished the period at just under 100 tonnes.

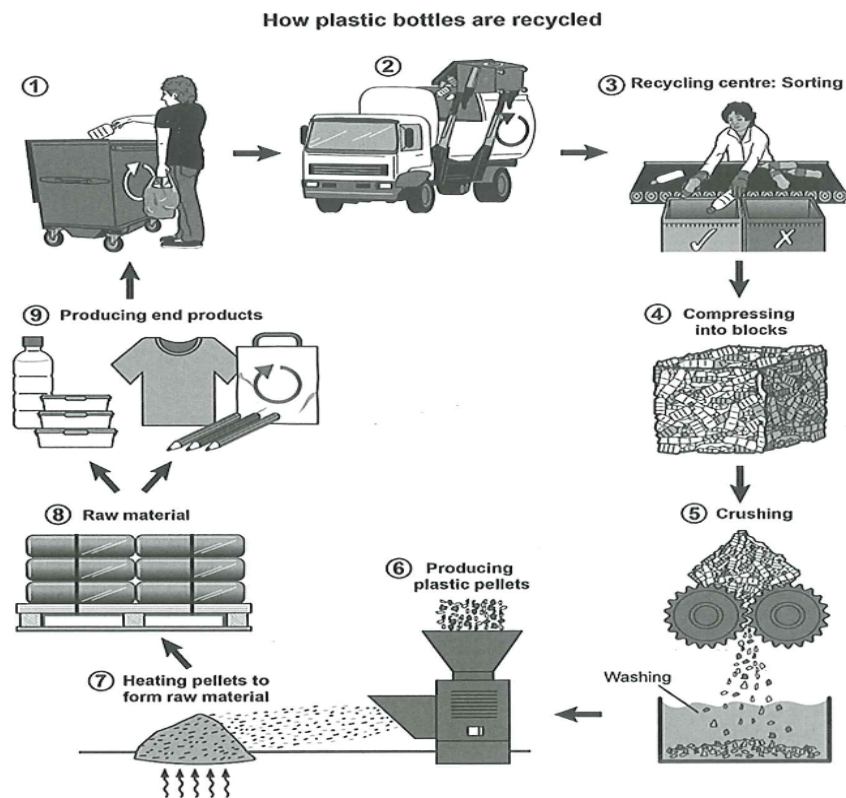
Goods conveyed by shipping and railways, the next highest categories, were each about 40 million tonnes in 1974. Around 1978, shipping surpassed rail reaching roughly 58 million tonnes by 1982 and then it plateaued for the next twenty years. During the same period rail freight decreased to approximately 25 million tonnes. By 2002, the tonnage transported by boat increased to 60 million, and railways rose to just over 40 million.

Products sent by pipeline were the lowest in all years. Shipments were only about 7 million in 1974, but they increased to roughly 22 million by 1994. They remained at this figure until the end of the period.

[190 words]

Process Diagram

The diagram below shows the process for recycling plastic bottles.



Task Analysis:

Time: **single**

Tense: **present passive is best**

Amount of Data: **9 stages**

Note:

1. With a process, the overall summary can be the number of stages, pieces of equipment, or ingredients/materials used.
2. Passive tenses are needed as the agent (doer of actions) is unclear in the process.
3. Body paragraphs are based on [1] collecting and sorting [2] after collecting and sorting

Language:

Paraphrase:

diagram = process diagram

shows =illustrates

process =method

recycling =salvaging

Sequencers: first, subsequently, after that, finally

Verbs of process: Verbs are needed to describe putting things in, taking them out, changing one thing into another, or throwing away waste items. (inserted, extracted, transformed into, discarded).

Put in: inserted, added

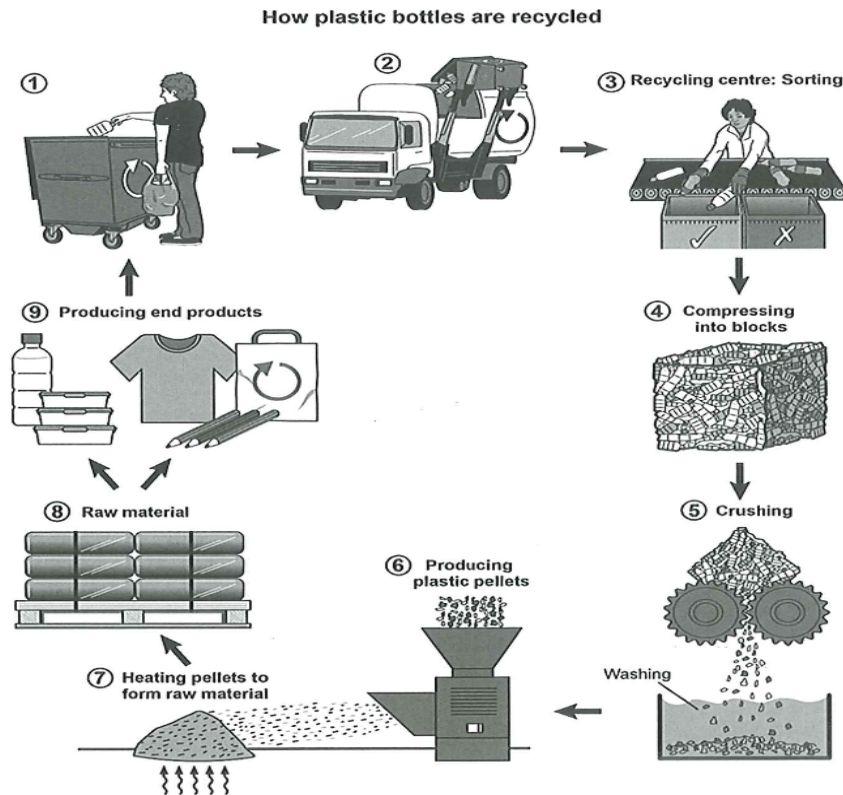
Take out: extracted, removed

Changed: transformed, altered

Thrown away: discarded

MODEL ANSWER:

The diagram below shows the process for recycling plastic bottles.



The process diagram illustrates how plastic bottles are recycled. Overall, there are nine steps starting with bottles being thrown in the trash and ending with products being made from the recycled plastic, whereupon the process restarts.

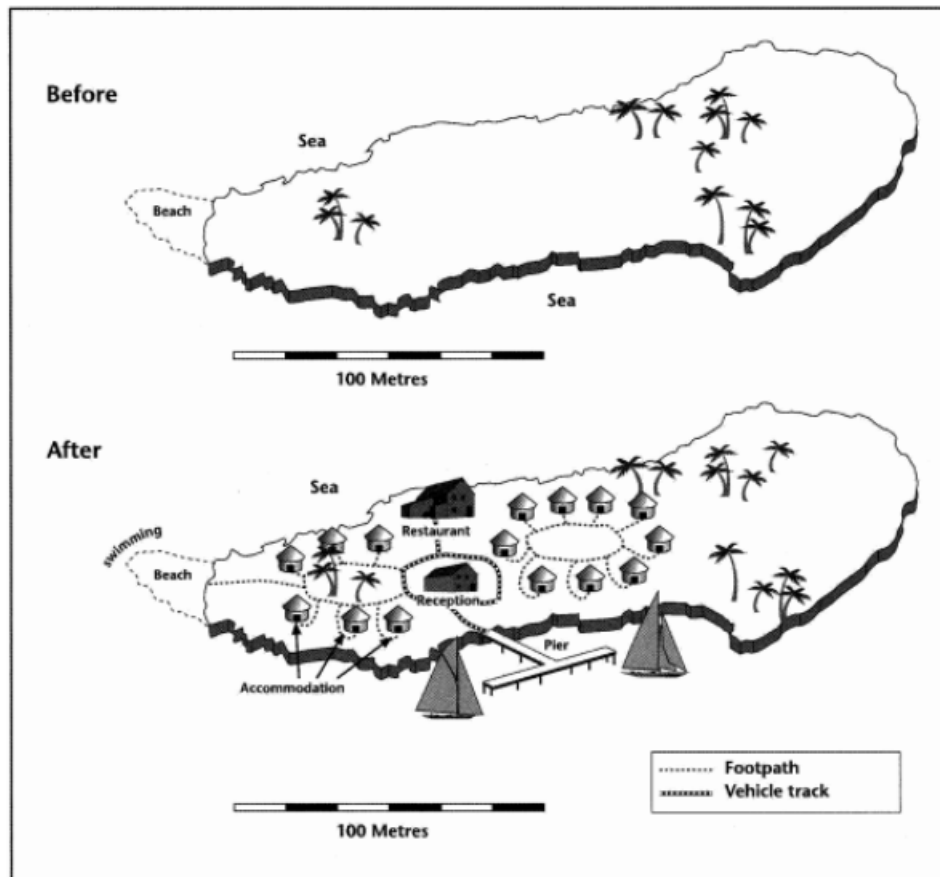
Starting with the first three steps, which involve collecting and sorting plastic. This starts with plastic bottles being thrown into garbage bins. Next, garbage trucks collect these bins. Subsequently, the plastic bottles end-up in a recycling centre where they are sorted by hand into bottles that can be recycled and bottles that cannot.

The next stages focus on preparing the recyclable plastic. This begins with compressing the recyclable plastic bottles together. These compressed blocks are then fed into a grinder that crushes them and transfers them into a tank where they are washed. Subsequently, plastic is put into a machine that transforms them into pellets.

Looking at the remaining stages, the plastic pellets are heated and turned into raw material suitable for making plastic products. After this, finished products are created from the raw material. Some finished goods may end up being thrown out into trash cans and subsequently re-entering the recycling process. [186 words]

Map

The two maps below show an island, before and after the construction of some tourist facilities.



Task Analysis:

Time: **2 periods**

Amount of data: **about 10 key features**

Note:

1. There is no compass on the map so we cannot use words like north or south to describe the map
2. There is a scale showing 100 metres so the size of the island **MUST** be covered.
3. Data could be separated into paragraphs by each map or by each side of the island. The model answer below is based on each map. If you want to see a different map task structured by the side of the map look here: <https://www.ieltsanswers.com/cambridge-ielts-14-writing-test-essay-task-1-academic-report/>

Language

Describing locations on a picture/map.

top-left	top	top-right
left	centre	right
bottom-left	bottom	bottom-right

In the centre of the map...

In front of the...

Behind...

Next to...

Adjacent to...

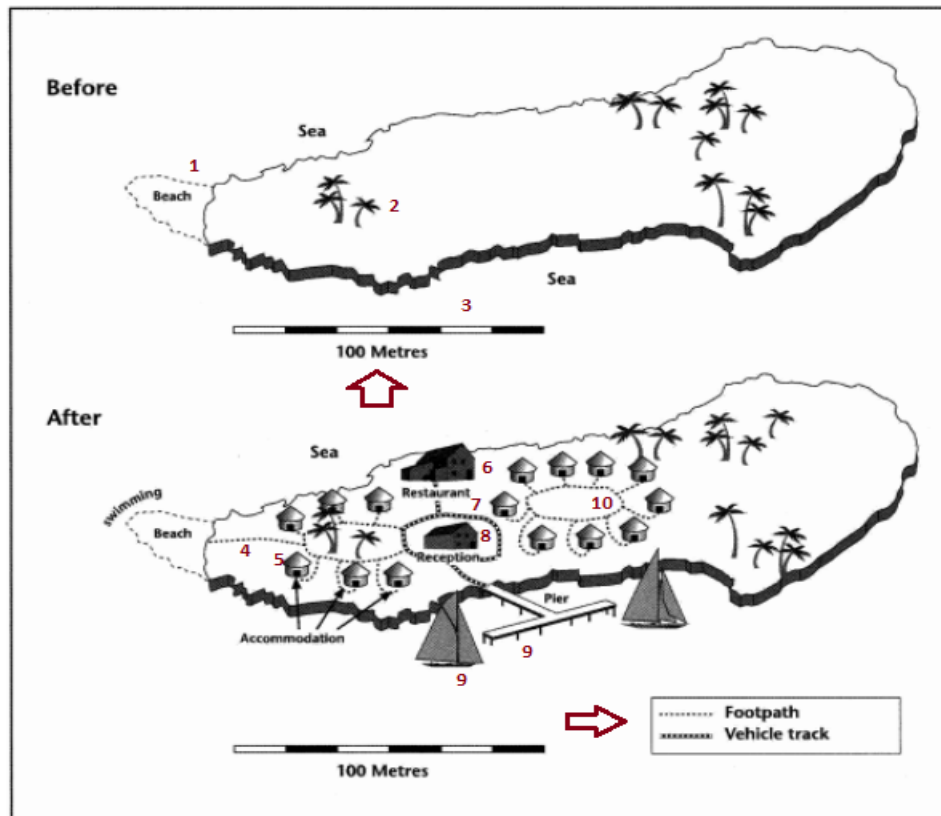
Describe objects which are nearby:

Next to...

Within easy reach of a...

It is not far from...

Plan



Model Answer:

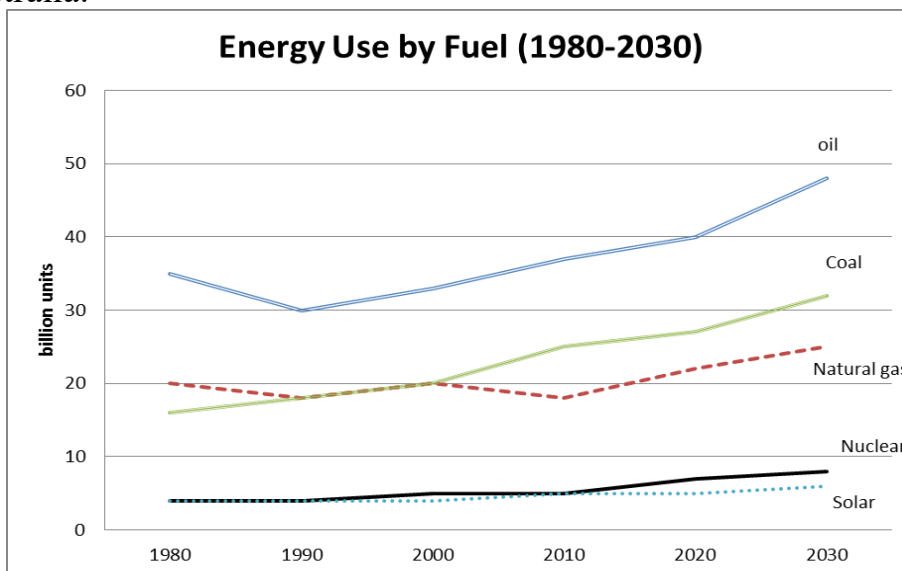
Given are two maps depicting an island before and after the building of tourist amenities. **Overall**, the island transforms from having no man-made constructions to an island that is covered with structures, except on the far-right side of the island.

The first map shows that the island has only one beach on the left-hand side and it is barren except for a few trees scattered around it. The island is about 250 metres long and about 75 metres wide with no man-made features.

The second map illustrates new tourist infrastructure on the island. The left of the map shows a path was constructed to allow tourists to go swimming at the beach. This path is connected to a ring of bungalows. To the right of this path, a road was built with a reception building beside it. The road leads to a restaurant above the reception and a jetty below it that allows boats to dock. On the right side of the island, another ring of huts was constructed and connected by a path. The far-right remains untouched. [178 words]

Future Period

The graph below was published in 2010 and shows energy use by different types of fuel in Australia.



[source: Task 1: Academic Writing for IELTS: <http://www.ieltsanswers.com/ielts-books-task1-academic-report.html>]

Task Analysis:

Time: multiple including future

Paragraph structure: energy type [fewest category]. Another good way to structure it is by the PAST and FUTURE data.

Language:

Words to express a prediction: predicted, expected, forecasted, anticipated

Future tense: will, is going to

It is predicted that the use of solar energy will rise.

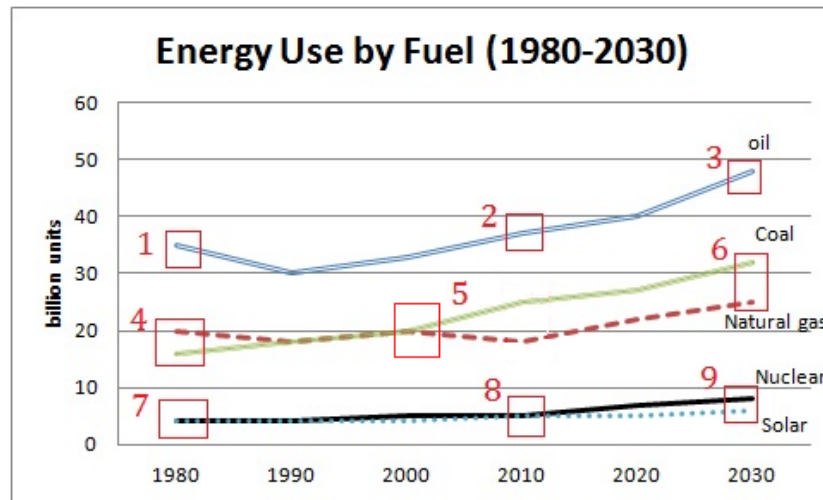
It is anticipated that the use of solar energy is going to rise.

Note:

The report is produced in 2010 so we can establish that all data before this point has actually occurred and everything after this date is a projection.

Use of the correct tenses is a crucial accuracy issue and great care must be taken with your tense use.

Plan



Model Answer:

The line graph displays energy consumption in Australia from 1980 to 2030, by five different energy sources. Overall, in the past, there was an upward trend for all types of energy except natural gas, and all forms are predicted to increase by 2030.

Oil is the highest source of energy. In 1980, roughly 35 billion units of oil were used and this increased to around 38 billion units by 2010. Projections show the usage will hit about 48 billion by 2030.

Coal and natural gas generate the next highest amounts of energy. Coal starts the graph lower at roughly 16 billion units and gas at 20 billion units. In 2000, both of these sources were around 20 billion and then coal started overtaking gas. By 2030 coal and gas are expected to climb to end at approximately 32 billion and 25 billion units, respectively.

Nuclear and solar energy, the lowest forms of energy usage, were both stable at about 4 billion units from 1980 to 2010. They are predicted to have a marginal increase in their units of consumption, reaching 8 billion and 6 billion units, respectively, in 2030.

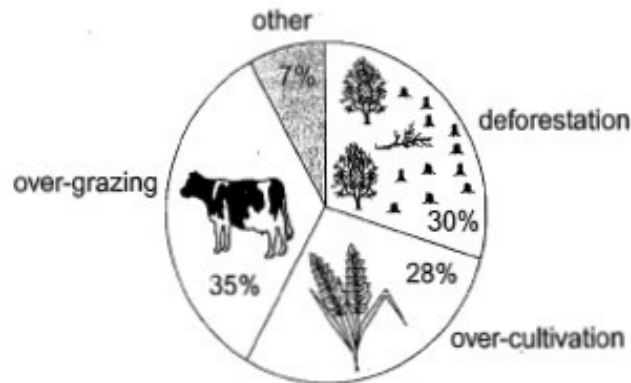
[189 words]

Multi-Chart Type

This type of task includes more than one type of chart.

The pie chart below shows the main reasons why agricultural land becomes less productive. The table shows how these causes affected three regions of the world during the 1990s.

Causes of worldwide land degradation



Causes of land degradation by region

Region	% land degraded by...			Total land degraded
	deforestation	over-cultivation	over-grazing	
North America	0.2	3.3	1.5	5%
Europe	9.8	7.7	5.5	23%
Oceania*	1.7	0	11.3	13%

* A large group of islands in the South Pacific including Australia and New Zealand

Task Analysis:

Time: **static**

Fewest category: **not applicable, structure by graph**

Note:

The table does not show countries; it shows regions.

Language:

land degradation = deterioration of global farmland, degraded land

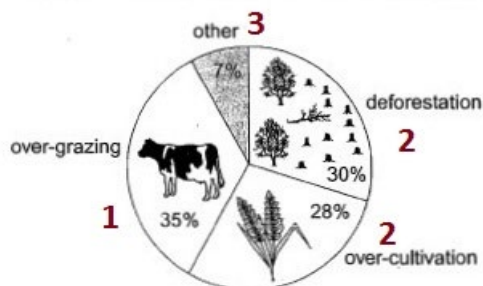
over-grazing = over-farming

deforestation = cutting down forests, removal of forests

over-cultivation = growing too many crops

Plan

Causes of worldwide land degradation



Causes of land degradation by region

Region	% land degraded by...			
	deforestation	over-cultivation	over-grazing	Total land degraded
North America	0.2 13	3.3 12	1.5	5% 11
Europe	9.8 5	7.7	5.5 6	23% 4
Oceania*	1.7 9	0 10	11.3 8	13% 7

* A large group of islands in the South Pacific including Australia and New Zealand

Model Answer:

The pie chart illustrates the main causes of the deterioration of global farmland and the table gives data regarding the influence of these causes on three areas during the 1990s. Overall, over-farming was the leading cause of global land degradation and the Eurozone had the highest proportion of degraded land.

With regard to global land degradation, the leading cause was over-farming at 35%. This was closely followed by cutting down forests and growing too many crops, which accounted for 30% and 28%, respectively. Other reasons were only responsible for 7% of the damage.

Turning to the individual areas, Europe had the highest proportion of land that was less fertile at 23%. The main cause was deforestation at 9.8% and the least was over-farming at 5.5%. Oceania had 13% of its land that was degraded and this was caused by overgrazing at 11.3% and deforestation at a much lower 1.7%. There was no damage due to over-cultivation in Oceania. North America had the lowest proportion of arable land damaged at 5%. The biggest cause was over-cultivation at 3.3% and the least was the removal of forests at 0.2%. [187 words]

Limited Data

Some tasks have very little data and the challenge is to make sure you write at least the minimum 150 words to avoid a penalty on Task Achievement

The table below shows the average sales per week at a small restaurant in a downtown business district.

	Mon.	Tues.	Wed.	Thus.	Fri.	Sat.	Sun.
Lunch	\$2,400	\$2,450	\$2,595	\$2,375	\$2,500	\$1,950	\$1,550
Dinner	\$3,623	\$3,850	\$3,445	\$3,800	\$4,350	\$2,900	\$2,450

Task Analysis:

Time: single

Fewest category: lunch and dinner

Amount of data: 14

Note:

1. When there is limited data, you **MUST** include every piece of data.
2. Reach the word limit by making lots of comparisons.

Language:

sales = revenue

downtown business district = inner city

Monday-Friday =week days

Saturday-Sunday =weekends

Plan

	Mon.	Tues.	Wed.	Thus.	Fri.	Sat.	Sun.
Lunch	\$2,400 ¹	\$2,450 ¹	\$2,595 ^{2H}	\$2,375 ³	\$2,500 ⁴	\$1,950 ^{5E}	\$1,550 ^{5L}
Dinner	\$3,623 ⁶	\$3,850 ⁷	\$3,445 ⁸	\$3,800 ⁹	\$4,350 ^{10H}	\$2,900 ^{11L}	\$2,450 ^{11L}

Model Answer:

The table displays the average weekly revenue of a small inner-city restaurant. Overall, dinner sales are always greater than lunch sales and weekdays have higher sales than weekends.

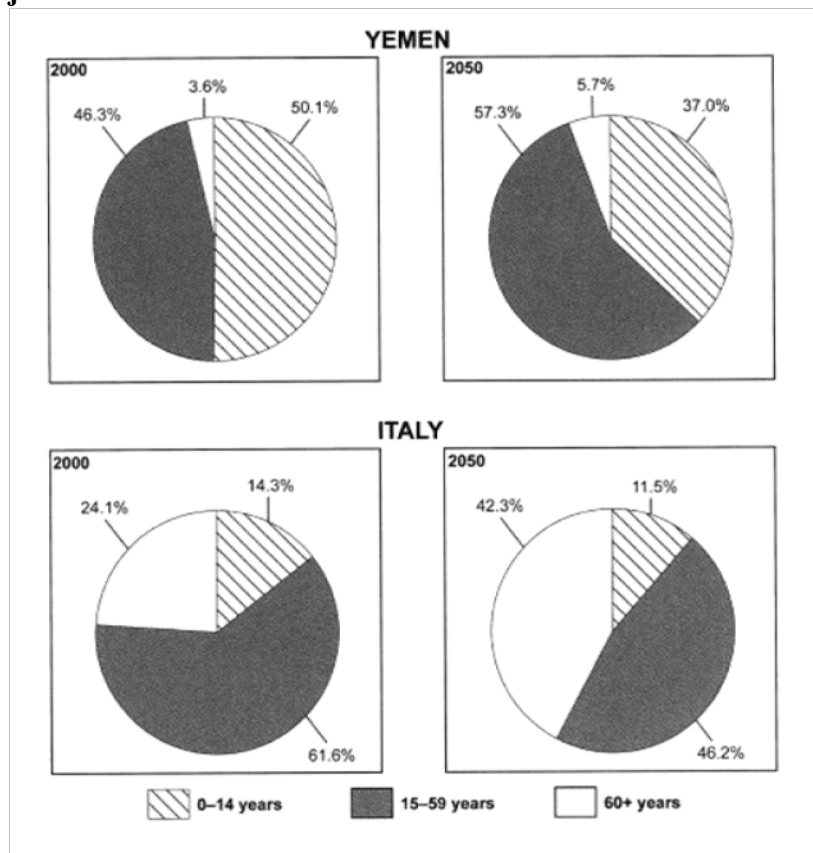
Lunch sales are always lower than dinner. Lunchtime sales on Mondays and Tuesdays are almost the same at \$2,400 and \$2,450, respectively. Turnover peaks on Wednesdays at \$2,595, reduces to \$2,375 on Thursdays and then rises to \$2,500 on Fridays. Weekend sales are the lowest, with \$1,950 on Saturday and then a further decline to \$1,550 on Sunday, which is the lowest figure for the entire week.

Revenue in the evening is higher than lunchtimes every day. Monday's sales are \$3,623 and then they rise to \$3,850 on Tuesday. Following this, sales dip to \$3,445 on Wednesday, before rising again to \$3,800 on Thursday, and then peaking at \$4,350 on Friday. As with lunch sales, the revenue declines significantly during the weekend to \$2,900 on Saturday, and subsequently further to the lowest night-time level of turnover for the week at \$2,450 on Sunday.

[171 words]

Age Groups

The charts below give information on the ages of populations of Yemen and Italy in 2000 and projections for 2050.



Task Analysis:

Time: **past and future**

Fewest categories: **countries or years**

Amount of data: **12**

Note:

1. We can assume 2000 is the past and 2050 is the future.
2. Caution is needed with the length of the report due to categories of age groups requiring a lot of words to describe.
3. Describing ages often leads to factual and grammatical errors.
4. In the phrase the 15 to 59-year-olds, year does not have an “s” as it functions as an adjective.

Language:

Describing age groups

people who are 15 to 59 years old.

15 to 59 year-olds

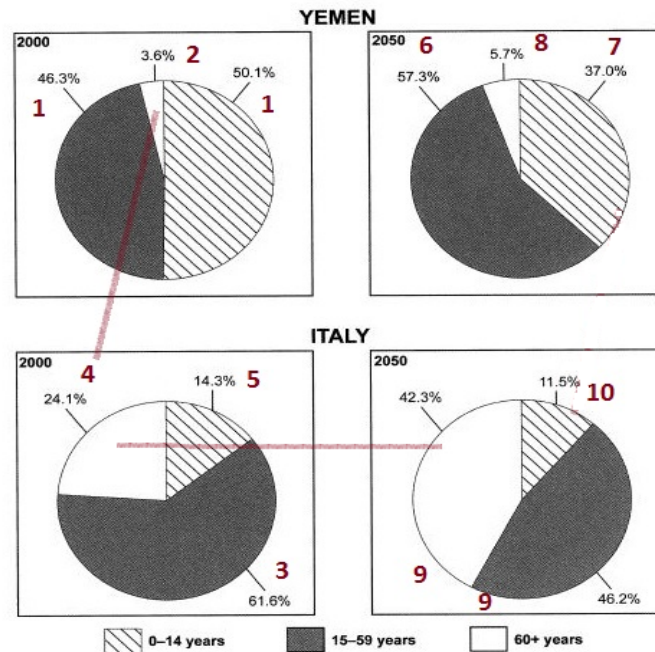
the cohort aged from 15 to 59

Those who are 60 and over

the youngest/oldest group

Words to express a prediction: predicted, expected, forecasted, anticipated

Plan



Model Answer:

The four pie charts give the proportions of three different age groups in 2000, and a forecast for 2050 in Yemen and Italy. Overall, Italy had an older population than Yemen in 2000, and both populations are predicted to age in the future.

In 2000, in Yemen, over half the population was aged 0-14, and 46.3% was aged from 15 to 59. The smallest proportion was the 60 and over cohort, at just 3.6%. Turning to the Italians, at 61.6% the 15-59-year olds were the highest. Those 60 and over were 24.1%, which was more than six times higher than their counterparts in Yemen. With 14.35% the youngest group had the smallest percentage.

Turning to the 2050 forecast, in Yemen, the largest group is expected to be those aged 15-59 at 57.3%, followed by forecasted figures of 37% for the youngest group and 5.8% for the oldest cohort. In Italy, those aged 15-59 years are predicted to be the highest at 46.2% and then the 60 and over group with almost double that of 2000, namely 42.3%. The youngest group is anticipated to account for only 11.5% of the population. [189 words]

VIDEOS

1. grading criteria: https://youtu.be/iCAkGFe30_g
2. reports planning: <https://www.youtube.com/watch?v=LkRdXAnoGAM>
3. static tasks: <https://youtu.be/GvGnJ0ff1ro>
4. COT tasks: <https://youtu.be/zlURRETq-uc>
5. Process tasks:
<https://www.youtube.com/watch?v=TlymupPDak4&list=PLQL8BW4CeYBqdBHvRufdzehp0BdQ4tDyn&index=6>
6. Map tasks:
<https://www.youtube.com/watch?v=9wDBSLlburg&list=PLQL8BW4CeYBqdBHvRufdzehp0BdQ4tDyn>

Useful Links

[eBook for Task 1 Academic](#)

[Complete writing eBook](#)

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[Task 1 academic on my website](#)

Join my online writing course:

Send me your writing for editing:



LETTER MODEL ANSWERS:

Join my online writing **course**:

Send me your writing for **editing**:



Requesting Information

You are planning to spend a weekend at a hotel with your family. Write a letter to the hotel making the arrangements. Include the following:

- when you want to arrive and leave
- explain the type of rooms you would like and ask how much they will cost
- ask about activities and places of interest near the hotel

Model Answer:

Dear Sir or Madam,

I am writing to arrange our family's upcoming visit to your hotel, as well as to ask for some additional information.

Let me start by outlining our itinerary, as we intend to stay at your hotel for two days; namely, the 15th and 16th of April. We will arrive at your hotel around 11 am on the 15th and plan to leave at around 4 pm on the 16th. Hence, we will need an early check-in and a late checkout.

With regards to our room requirements and the prices, we would like to reserve two double rooms for four members of our family. Furthermore, I would like to ask for confirmation of your hotel's rates during the weekend so that there are no unpleasant surprises. You see, we have experienced some hotels which double their rates on weekends.

Finally, if you can also suggest to us some particularly unique sightseeing or local activities that we can participate in that would make our day. We are particularly interested in entertainment for our children.

I look forward to receiving your reply soon.

Yours faithfully,

Tim O'Neil

[189 words]

Task Analysis:

Who will receive the letter: *hotel manager*

Relationship: *customer and manager*

Formality level: *formal letter*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- I am writing to inquire about/in connection with...

TO INTRODUCE FIRST REQUEST:

- Could you possibly send...
- I would be grateful if you could...
- Would it be possible for you to tell/send me...

TO INTRODUCE FURTHER REQUEST:

- Could you also please send me...
- Another matter I need information on is...
- I would also like some information on...

CLOSING REMARKS:

- I look forward to receiving...
- I would appreciate it if you could inform me as soon as possible.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Giving information

Your local travel agent recommended a place to visit and you are now having a good time there. Write a letter to your travel agent and tell them the following:

- what you have been doing
- what you hope to do before the end of your holiday
- say why you like this place

Model Answer:

Dear Mr. Hansen,

I am writing to you as promised in order to share my holiday experience, so far.

Starting with the things I have been involved in, such as last week I went to Aqua World and saw the dolphin show. Additionally, I've been swimming every day and I am starting to get a great tan. Yesterday, I met some other hotel guests from my country, and we had lunch together.

Prior to my vacation finishing, I have made plans to go out on a trek this Saturday. I'm really looking forward to it very much. After that, I hope to take a river cruise which also includes a five-course dinner. Time permitting, I will finish with a coffee in that famous store you recommended that is in Rundle Mall.

As to why I am so enthralled, it is an excellent spot for a vacation, combining my interest in water sports with the chance to experience culinary delights. Also, there has never been a dull moment as there is so much to do and experience.

Once again thank you so much for your excellent recommendation.

Yours sincerely,
Sam Smith

[190 words]

Task Analysis:

Who will receive the letter: *travel agent*

Relationship: *customer and travel agent*

Formality level: *formal is the safest approach as it is a business relationship.*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

Formal

- I am writing in reply to your letter asking for information about...
- I am writing to inform you about...
- In response to your query regarding...

Informal

- I found out that...
- With regard to the information you wanted about...
- You wanted me to tell you a few things about...

CLOSING REMARKS:

Formal

- I hope that I have been of some assistance to you.
- Please inform me if I can be of any further assistance.
- I hope I have answered some of your questions.
- Please do not hesitate to contact me if you require any further information.

Informal

- I hope this will help you.
- Let me know if you need any more help.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Making a complaint

You recently bought a new piece of equipment for your home but it did not work. You phoned the store but still no action has been taken.

Write a letter to the store manager. In your letter:

- describe what equipment you bought
- explain the problem with the new equipment
- say what would you like the manager to do

Model Answer:

Dear Sir or Madam,

The purpose of this letter is to express my dissatisfaction with a purchase from your store last week.

Starting with an outline of the device which is a Sanyo Deluxe blender, and the model is SDB-2000. It is one of your top of the line blenders and it cost \$89. I bought a silver one, with black trim.

Moving onto the issue, which is that the blades do not spin properly. At first, everything seemed to work fine but within a day the blender started to shake uncontrollably. At the same time, there is a strange knocking noise and I can see the blades wobbling. I immediately called the shop for assistance; however, despite promises to do so, no one has got back to me.

With respect to the remedial steps, I would appreciate it if you would replace my faulty blender for a new one in accordance with the one-year warranty and I have kept the receipt of my purchase.

Please contact me and let me know how you intend to resolve this matter.

Yours faithfully,

Sarah Smith

[183 words]

Task Analysis:

Who will receive the letter: *store manager*

Relationship: *customer and manager*

Formality level: *formal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- I am writing to complain about...
- I am writing to draw your attention to...
- I am writing to express my strong dissatisfaction with...
- I am afraid to say I have a number of complaints about...
- I was appalled at...

USEFUL PHRASES:

- We ought to discuss the matter...
- To make matters worse...
- I was very disappointed to find that...
- I would be grateful if you could...
- I should have been informed that...

CLOSING REMARKS:

- I would like to hear your explanation for the above problems.
- I would therefore be grateful if you could give me a full refund.
- I would like a full refund as soon as possible.
- I hope we can sort this matter out amicably.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Making an apology

One of your friends recently had a birthday celebration, but you missed it and you forgot to tell your friend that you couldn't attend.

Write a letter to your friend. In your letter:

- explain why you missed it
- explain why you didn't tell your friend
- and say what you would like to do to show that you are sorry

Model Answer:

Dear Joe,

I hope you had a great birthday; anyway, the reason I am writing is to explain my absence and to apologise.

To begin with, the reason for not attending your party is that my boss directed my team to work overtime to finish our latest project. This meant that we had to work very late on the night of your birthday.

As to the reason I did not let you know, the project was a security software upgrade for the army and we were not permitted to make private calls. By the time we finished, I was completely exhausted and just went home and collapsed on my bed; consequently, I completely forgot to call you.

I would like to express my regret as I am really so sad that I missed the celebrations. In order to do so, I want to invite you to my house next weekend to have a mini birthday party. Mark will be visiting from Spain so there is another reason to come.

Please let me know if you can come, so I can plan a few surprises for you.

Best wishes,

John

[188 words]

Task Analysis:

Who will receive the letter: *friend*

Relationship: *friendship*

Formality level: *informal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- I hope you will understand when I say that...
- What can I say, except I'm sorry that...
- I'm sorry for...
- I owe you an apology...
- I'm so sorry if I upset you in any way...
- I can't describe how sorry I am and how guilty I feel...

CLOSING REMARKS:

- I hope you believe me when I say how sorry I am.
- I can't tell you how sorry I am.
- I beg you to forgive me for...
- There is no excuse for ... and I hope you'll forgive me.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Thanking someone

Recently you had a holiday overseas and you stayed with a family member who has just sent you a letter and some photos of your holiday.

Write a letter to your family member. In your letter:

- thank him/her for the photos and for the holiday
- explain why you didn't send a letter earlier
- invite your family member to come and stay with you

Model Answer:

Dear John,

I hope things are going well. The reason I am writing is that I have just received the photos you sent.

To begin with, allow me to express my gratitude, the photographs reminded me of the good times and I wanted to thank you for the vacation and the pictorial memories. I really appreciate the time you devoted to taking me around and your great hospitality.

I was not able to write to you earlier as I have been frantically busy with work since the moment I came back to the office. To be honest, I have to bring work home every day, so that I can finish it before the deadline.

Additionally, I would like to extend an invitation for you to be my guest. I remember you said that you needed a vacation and it would please me greatly if you can come to Thailand as there are many things I would like to show you. Of course, you must stay at our house during the vacation.

Thanks again for your photos and let me know if you decide to visit.

Best regards,

Tim

[189 words]

Task Analysis:

Who will receive the letter: *family member*

Relationship: *family*

Formality level: *informal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

THANKING SOMEONE:

Thank you very much.

Thank you kindly.

I can't thank you enough.

No words can express my gratitude.

I am extremely grateful for...

I very much appreciate your _____ing ...

APOLOGIZING:

I'm sorry about...

I am sorry that...

I'm very sorry about...

I'm very sorry for...

Please forgive me for...

I'd like to apologize for...

Please accept my apologies.

Please accept my sincere apologies. (very formal)

INVITING SOMEONE:

I would like to invite you ...

Please come to my...

If you have time I would love to visit me ...

Please join us next week...

<http://www.ieltsanswers.com/ielts-letters-language.html>

Rejecting an invitation

A friend, who lives in another country, has invited to you come and stay with him/her on your next holiday. You are too busy to accept the invitation. Write a letter to your friend. In your letter:

- thank him/her for the invitation
- explain why you cannot come
- give him/her your other news

Model Answer:

Dear Peter,

I hope you are well and the reason I am writing is to respond to your kind offer.

Let me start by expressing my gratitude for the offer to stay with you over the Easter holidays. It was also very kind of you and saying you would pick me up from the airport was really appreciated. I miss you so much so it is with deep regret that I cannot come this year.

As to the reason I am unable to visit you, it is because I promised my sister I will stay in town and help her renovate her house. She just bought it last month and she wants me to paint the walls and replace the carpet and I made the promise before your kind offer.

I also want to let you know that Steven got promoted to Sales Manager. My even bigger news is that Steven and I are going to get married in March. I hope you can come here and join us for this special occasion.

Please let me know if you can come at your earliest convenience.

Best wishes,

Sarah

[188 words]

Task Analysis:

Who will receive the letter: *friend*

Relationship: *friends*

Formality level: *informal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- Thanks for the invitation, but...
- Thanks for inviting me to ..., but I'm afraid I can't come.

CLOSING REMARKS:

Informal

- I hope we can get together some other time.
- I'm really sorry we'll have to miss it.

THANKING SOMEONE:

Thank you very much.

Thank you kindly.

I can't thank you enough.

No words can express my gratitude.

I am extremely grateful for...

I very much appreciate your _____ing ...

GIVING EXTRA INFORMATION:

I have some really great news to tell you...

You won't believe what I am going to tell you...

I have some fantastic news to tell you...

<http://www.ieltsanswers.com/ielts-letters-language.html>

Giving an invitation

Write a letter to your friend in another town and invite him/ her to a party.
In your letter explain:

- why are you having this party
- why you want your friend to be there
- give directions on how to get there

Model Answer

Dear Sally,

I hope your new cat has settled in; anyway, I am writing to invite you to my house next weekend for a party.

The reason for the celebration is I have just been promoted. Last Friday my boss told me that he had approved my application for the Senior Analyst position. It will mean more hours but also great perks like an annual bonus and a company car.

I really want you to come because you were so much a part of my life when we were studying together at university. Without your guidance and support I am sure I would have failed and would not be where I am today; besides I really miss you.

I better give you some guidance so you can find my house. I think the best thing to do is to get the train to Victoria Station in London and from there you can continue to Brighton. Text me when you are near to Brighton and I will meet you at the station. From there we can walk to my house.

Please let me know if you can come.

Best wishes,

Anne

[190 words]

Task Analysis:

Who will receive the letter: *friend*

Relationship: *friends*

Formality level: *informal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

Formal

- I'm writing to invite you to...
- I'd love it if you could come to...
- We're organising a ... and would love it if you could come.

CLOSING REMARKS:

- I hope you'll be able to make it...
- Hope you can come.
- Looking forward to seeing you then.
- Please let me know as soon as possible.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Applying for a job

You wish to apply for a position with a company in your city. Write a letter to the manager of this company and include the following information:

- your educational background
- your work experience
- other information that makes you an ideal candidate for the position

Model Answer

Dear Sir or Madam,

I am writing to submit my application for the Middle-Level Java Developer position advertised on 5th July 2012.

Starting with my academic record which includes having at the end of May 2012 a Master of Computer Science, from Monash University. I achieved consistent results which reflect my diligence and determination to work. My major in Software Development is also a good fit for this position.

As for my work history, I have worked for more than 2 years at HighSoft, a leading software company, where I participated in a range of Java projects to create web-based solutions for clients. As the company caters for a range of different industries, I can guarantee that I have excellent technical skills.

Another reason why I believe I am perfect for the role that you advertised is that I am a very flexible person who is willing to travel to the client and other branches of the company in order to achieve the best result.

I appreciate your time and consideration of my application.

Yours faithfully,

Tim Finn

[183 words]

Task Analysis:

Who will receive the letter: *manager of a company*

Relationship: *jobseeker and employer*

Formality level: *highly formal*

<http://www.ieltsanswers.com/formal-and-informal-letters.html>

Language:

OPENING REMARKS:

- I am writing to apply for the post/job/position of/which I saw advertised in...
- I am writing with regard to your advertisement...
- I am writing in response to your advertisement...

REFERENCE TO EXPERIENCE:

- For the last/past year I have been working as a ... for...
- I have had experience of...
- Two years ago, I was employed as...
- I worked as... before...

CLOSING REMARKS:

- I would appreciate a reply at your earliest convenience.
- Please contact me regarding any queries you may have.
- I enclose my CV and I would be glad to attend an interview at any time convenient to you.

<http://www.ieltsanswers.com/ielts-letters-language.html>

Useful Links

[eBook for Task 1 General Letters](#)

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Ask an examiner questions!

I have been an IELTS teacher and examiner for ten years; you are welcome to ask me any questions that you have regarding the test. Please ask your questions by using the comment box on this page: <http://www.ieltsanswers.com/ielts-test-questions.html>

IELTS books to pass your Test

IELTS book for beginners. All fours skills

IELTS First Steps:
A Guide to IELTS for
Beginners

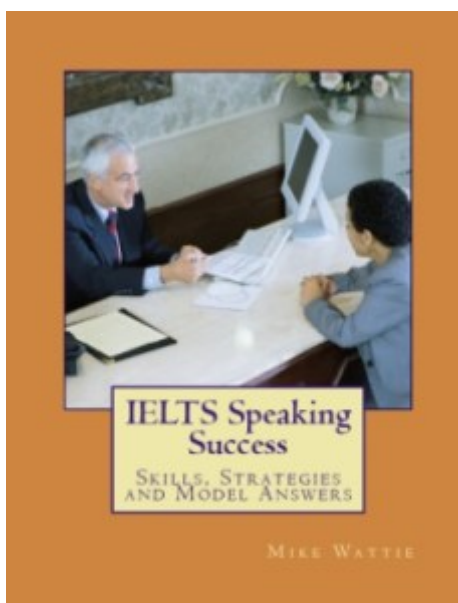


Mike Wattie

This book is over 180 pages and it is intended as an entry-level preparation book for the IELTS test. It is ideal for students with a band score below 6. The emphasis of this book is on building-up language to be able to deal with the eight most common topics in the test. For each of these topics, vocabulary and grammar are introduced followed by practice activities for all four parts of the test: reading, listening, speaking, and writing.

<https://www.ieltsanswers.com/ielts-first-steps-ebook.html>

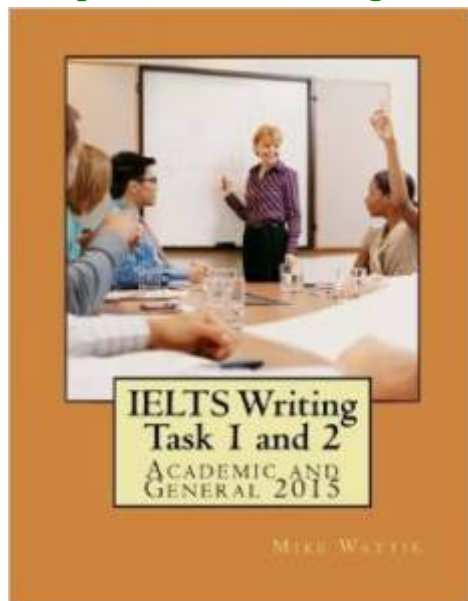
IELTS Speaking book



This IELTS speaking test book is over 200 pages and clearly explains the three different parts of the IELTS speaking exam. The different skills and strategies that are required for each part of the test are clearly identified and explained. As well as this, there are model answers for the common types of questions. This book also includes a section on ways to increase your score for grammar and vocabulary for common topics that are asked in the exam.

<http://www.ieltsanswers.com/speaking-test-book>

Complete IELTS writing book



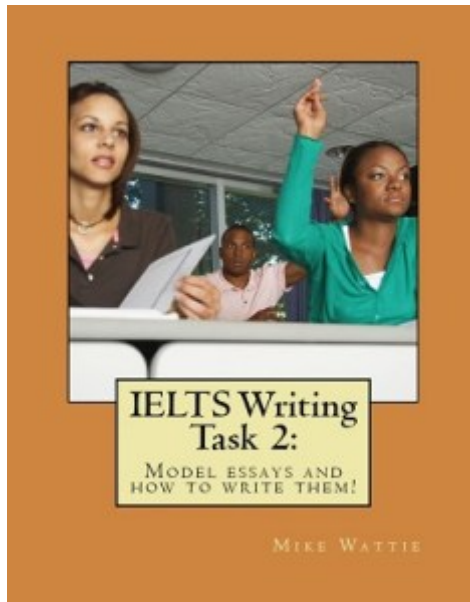
This IELTS writing eBook combines my three other books together. It includes:

Task 1 Academic Report Writing

Task 1 General Letter Writing

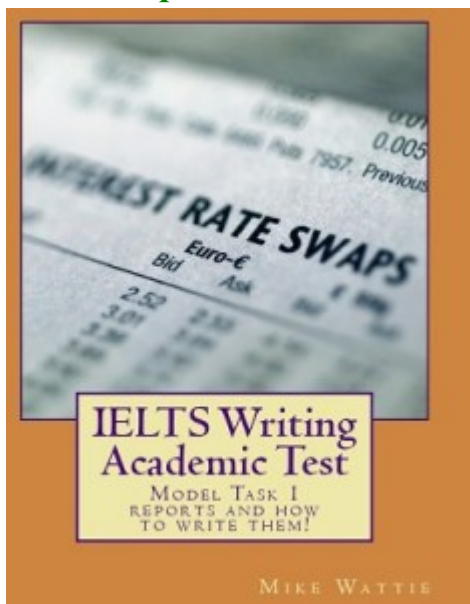
Task 2 Essay Writing for the Academic and General Test

IELTS Essay Writing Task 2



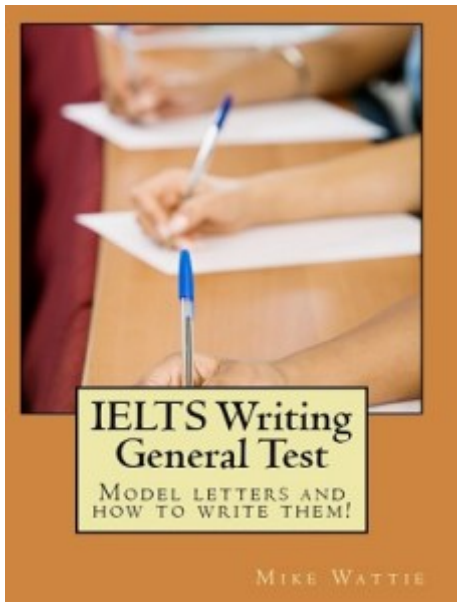
[IELTS Task 2: Essays](#) [Free preview](#)

IELTS Reports book: Task 1 Academic



[IELTS Task 1: Academic report](#) [Free preview](#)

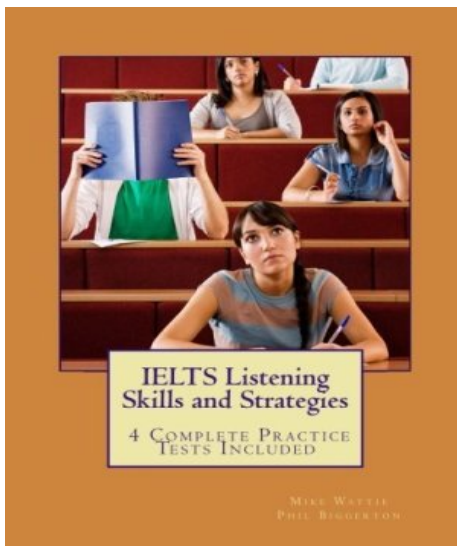
IELTS Letters book: Task 1 General



[IELTS Task 1: General letter](#) [Free preview](#)

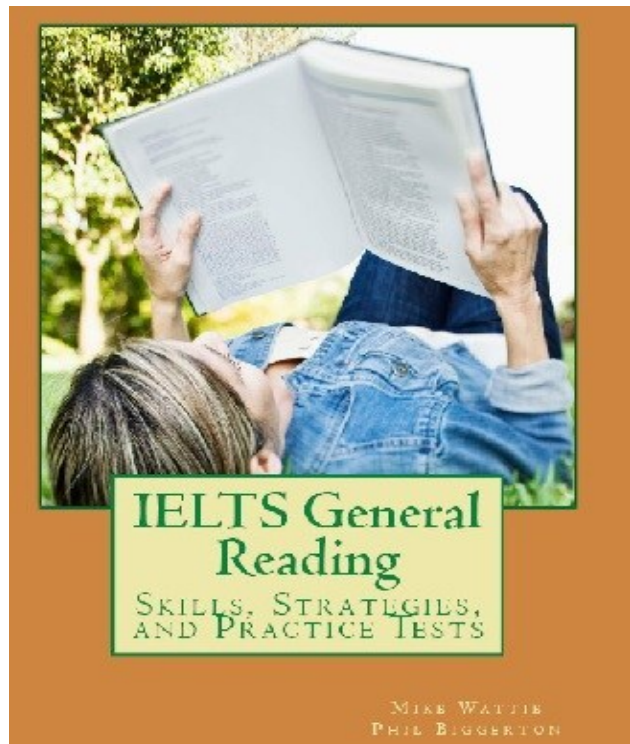
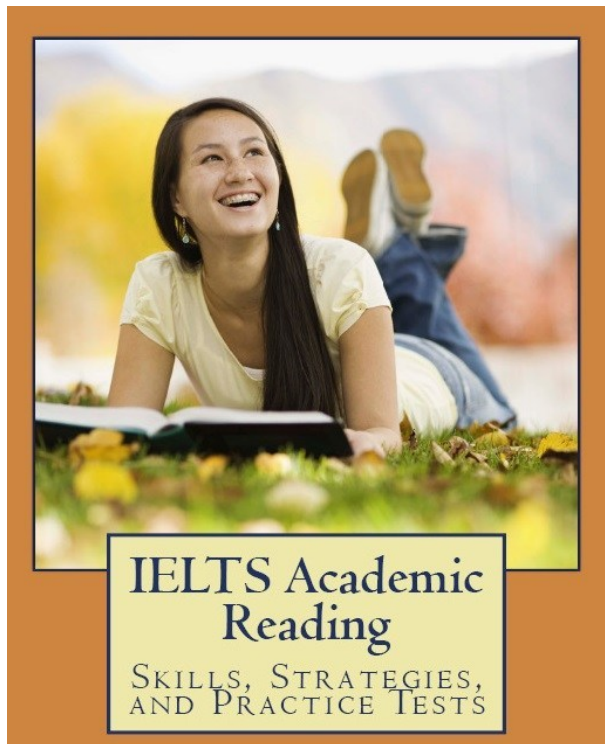
IELTS Listening Test eBook:

This book teaches you all the skills and strategies you need to know to pass the IELTS listening test. This book introduces all the question types commonly used in the IELTS exam and also tips for dealing with them. As an added benefit you can ask the author questions if any part doesn't make sense. I think this is quite special! It also includes four full practice tests that are similar to those you will get in the real test. A range of question types are used to ensure you are prepared to sit your real IELTS test.



<http://www.ieltsanswers.com/books-ielts.html>

IELTS Reading book



The Complete Guide to Reading

IELTS – The Complete Guide to Reading teaches you the skills and strategies you need to pass the IELTS Reading TEST. All twelve question types commonly used in the IELTS exam are covered which include: matching headings; true, false, not given; diagrams; sentence completion; summary completion; multiple choice; table completion; labelling flowcharts / processes; matching paragraph selection; yes, no, not given; short answers

It also includes five full practice tests. These tests use articles that accurately match the length and complexity of the real test, and uses a range of question types to ensure you are prepared to sit your real IELTS reading test.

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