

# *Writing Checklist*

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## The Basics

- *Take some good pencils into the exam.*
- *Be aware of the time* – if you are the type who tends to run out of time without finishing, then perhaps you should consider doing Task 2 first, since it is worth two-thirds of the marks.
- *You must meet the minimum word requirements.* Failure to do this can significantly lower your band score.
- *Do not be afraid to cross out mistakes* – it takes too long to erase or whiteout mistakes. Simply score a line through the mistake and go on writing. You will not be penalised for the way your paper looks.
- *Make a plan before you write* – think about what you are going to write and plan it out logically. It may help to write a mini plan on the question sheet.
- *Leave some time to check your work at the end* – if at all possible proofread your writing to correct spelling and grammar.

## The Specifics

### *Writing Task 1*

- *Study the graph/chart/diagram very carefully* – ask yourself these questions:
  - i) what does it measure?
  - ii) what are the significant features?
- *Be sure about what the subject is* – does it require some measure word in front of it.  
*Eg→ NOT: “Cars increased from 1 million to 2 million.”*  
*BUT: “The number of cars increased from 1 million to....”*

- *Identify what needs to be described* – is the information you have to describe *static*; or do you require verbs to describe how it changes? If you do then it is *dynamic*; does it *change through time* or do the changes occur in *correlation* to another variable?
- *Identify the structures required* – work out what kind of English language is most useful to describe this information.

*Some common structures:*

Dynamic - change through time

[ Make sure you use the right tense. ]

“ Between (time 1) and (time 2) A increased/decreased from (number 1) to (number 2).”

“Between (time 1) and (time 2) there was an/a increase/decrease in A from (number 1) to (number 2).”

“A increased/decreased from (number 1) in (time 1) to (number 2) in (time 2).”

Dynamic - correlation

“As A increases/decreases from (number 1) to (number 2), B increases/decreases from (number 1) to (number 2).”

“The more/less A, the more/less B.”

Static

“A is (number) *while/whereas/but* B is (number).”

- *Group the information according to the significant features* – look to organise the information in terms of trends, patterns and exceptions or the biggest/smallest/fastest. Then determine how many *paragraphs* are required.
- *Write a brief introduction that states what the graph/chart/diagram measures.*
- *Try to describe general trends and then support them with specific examples* – ie. back up general topic sentences with figures from the graph/chart/diagram. But you do not need to include every figure – *be selective.*

## Writing Task 2

- *Identify what type of answer is required* – work out whether the question needs you to discuss the *causes of a problem and suggest solutions* or *argue about an issue*. If it is argue an issue, do you need to provide *reasons* or *evidence and examples*?
- *If there is more than one part to the question, make sure you cover every part.*
- *If you do not know all of the words in the question* – try to work out the meaning from the *context* and from any *examples* that are present within the question.
- *Choose an appropriate essay structure* – pick the essay format that best suits the question and your ideas.

*Some examples:*

### **Problem-Solution (1)**

<b>Paragraph</b>	<b>Function</b>	<b>Content</b>
1	Introduction	Re-state the problem very briefly. Announce that you will discuss problem and present solutions.
2	Body	Discuss causes of problem in detail.
3	Body	Present solution 1 in detail.
4	Conclusion	Summarise causes of problem and solution. Reiterate confidence in solution.

### **Problem-Solution (2)**

<b>Paragraph</b>	<b>Function</b>	<b>Content</b>
1	Introduction	State problem - if required briefly describe causes. Announce that you will present solutions.
2	Body	Present solution 1 in detail.
3	Body	Present solution 2 in detail.
4	Conclusion	Summarise problem and solutions. Reiterate confidence in solutions.

### Argument (1)

<b>Paragraph</b>	<b>Function</b>	<b>Content</b>
1	Introduction	Re-state question or topic. Announce that it is complex issue and you will examine both sides.
2	Body	Present one side of issue in detail.
3	Body	Present other side in detail.
4	Conclusion	Summarise both sides – call for further discussion.

### Argument (2)

<b>Paragraph</b>	<b>Function</b>	<b>Content</b>
1	Introduction	Re-state question or topic. Announce your point of view (thesis statement.)
2	Body	Present your first point.
3	Body	Present your second point.
4	Conclusion	Summarise your arguments – reiterate your point of view.

- *Do not be too specific in the introduction* – otherwise you will just end up repeating yourself in the body of the essay.
- *Do not put any new ideas in your conclusion* – you will probably be short for time at this late stage anyway.