

IELTS Writing checklists

IELTS Writing Task 1

Assessment for Task 1 is based on your ability to:

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

Checklist

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

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

IELTS Writing Task 2

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

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

Checklist

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