

IELTS

# Writing Skills

Academic and General IELTS Writing Prompts

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# Prelude

## Introduction to IELTS

# Introduction to IELTS

IELTS writing task is divided into two parts:

- Task 1
- Task 2

## Difference between General and Academic Writing Section:

Only Task 1 is different for IELTS academic and IELTS General.

Task 2 essay writing is same for both IELTS Academic and IELTS General.

## What to read? IELTS Academic Writing

**Task 1:** Describing a chart/graph/map/process

Word limit 150 words

Time: 20 mins

**Task 2:** Essay writing

Word limit: 150 words

Time: 40 mins

## IELTS General Writing

**Task 1:** Letter writing

Types of Task 1 question: Requesting for information and explaining a situation

Word limit: 150 words

Time: 20 mins

**Task 2:** Essay writing

Word limit: 150 words

Time: 40 mins Task 2: Essay writing

## Types of Questions:

### IELTS Academic Writing

#### Task 1:

- Pie chart
- Table
- Diagram/process
- Map
- Bar graph
- Line graph

#### Task 2:

- Agree and disagree type of essay
- Advantages and disadvantages type of essay
- Problem and solutions type of essay
- Discuss both views type of essay
- Two-part question type of essay
- Causes and effects type of essay
- Compare and contrast type of essay

# Chapter 1

## Writing Section - Task 1

# 1. How to Write a Letter to Request for Information

If you are appearing in IELTS General Training, there are two different types of letters you need to prepare for IELTS Writing Task 1: formal and informal letter. If you find the question is a formal letter, you need to write in the professional or formal tone.

## Two Types of Formal Letter Writing Prompts are

- Request for information
- Explaining a situation

Before you start writing, you should know what type of letter it is, whether formal or informal, so that you can form sentences according to the required tone and style. If you are writing a letter to a manager, employer or any person with whom you are professionally related, then this letter is formal. However, when you are to write a letter to your friend with whom you are personally related, then this letter type is informal. In this chapter, you will know more about how to request information.

## Formal Letter

### Sample Question

A writing prompt for this type of question is given below:

You have decided to set up a business for which you want to avail the facility of bank loan.

Write a letter to the bank manager requesting for information about the bank loan and in your letter, write the following:

- Why you are writing the letter
- What is the amount of bank loan you need
- When you are able to repay the loan

In this writing prompt, the examiner is asking you to write a letter to **request** the bank manager for some information. As the letter is to the bank manager, it has to be a formal letter.

Once you know what is asked of you, you should now structure your letter.

## Structure and Steps to Follow

1. Identify letter – Formal
2. Write salutation (*Dear Sir/Mam,*)
3. Write purpose of letter
4. Describe the first bullet point (it may be same as step 3)
5. Describe the second bullet point
6. Describe the third bullet point
7. Write finishing statements (*I look forward receiving your response at the earliest.*)
8. Sign-off (*Yours faithfully,*)

## Sample Answer

Dear Sir/Mam,

I am writing this letter to request information about availing loan from your bank for starting a business nearby my home in the next month.

As per the market research, I hope that constructing a restaurant in the proposed site would be a huge success. Since the area is home to students studying in the regional university, it is expected that around 2000 students can be potential customers of my business.

For setting up the restaurant, I would require to invest Rs 50 lakh which I seek as the loan amount from your bank. I request you to provide me with all the required information including eligibility criteria and the documents to be submitted along with the application form.

Furthermore, I would like to inform that there is no other restaurant in the area which would prove to be one of the reasons for my business to grow. And hence, I hope that I would be able to repay the loan in 3 years or earlier.

Kindly provide me the requested information as soon as possible so that the loan application can be processed at the earliest.

Yours faithfully,  
Ramesh Varma

(189 words)

## Useful vocabulary

To improve the quality of your letter, you should include vocabulary from the glossary below.

- I would like to request...
- I would like to suggest if you can...
- I would be grateful if you can...
- I would like you to kindly...
- I am entitled to request that...
- I was wondering if it would be possible for you to...

## Informal Letter



## **Sample Question**

You want to apply for work permit in a city abroad where you had never been to. Hence, you want to seek information about that city from a friend who is living in that city. Write a letter to your friend to request information about the city you are planning to move to and in your letter, write the following:

- where and when you want to work
- what type of job it is
- how long you want to work there

This prompt is asking you to request information about a city, but it is an informal letter as you are asked to write it to your **friend**.

Now that you know that it is an informal letter, let's look at its structure.

## **Structure and Steps to Follow**

1. Identify letter – Informal
2. Write salutation (*Dear Carol,*)
3. Write greeting statement (*I hope you are doing well.*)
4. Describe the first bullet point
5. Describe the second bullet point
6. Describe the third bullet point
7. Write finishing statements (*I hope we would meet soon in the next month.*)
8. Sign-off (*Yours truly,*)

## **Sample Answer**

Dear Suresh,

I hope you are doing well and enjoying your life.

It's been quite sometime since i last wrote to you. I am planning to visit your city London my visit to your city, London. I feel lucky enough that my company has selected me for a project in London and I would be reaching there in the next month.

My London based project is a great opportunity for me as I would be interacting with some important clients for presenting business proposals and further finalizing the deals. This is a full-time job of day shift but sometimes, I may need to work in night shifts. As I am new to the city, I need some help from you if you can give some information such as the rent charges, food prices, availability of public transport, facility of banking and others. Since you are already in the city, I think you can be of great help in gaining familiarity to the city.

I would be staying in London for 2 years after which the project ends and I hope we will have great fun together in London.

Yours truly,  
Pratham

(186 words)

### Useful vocabulary

To improve the quality of your letter, you should include vocabulary from the glossary below.

- Well, you know
- As you know,
- It would be great to see you
- I have got a
- A lovely view
- On the bright side



- It would be nice
- Prices are crazy
- It was quite good
- Hope to see you soon!
- All the best!
- Good bye!
- Take care!
- 

## Practice Exercise

1.

You have planned to study a distance course online from an international university. Write a letter to the university officer requesting information about the course. In your letter, write:

- Why you are writing
- Which course it is and when you plan to study
- Why you want to study this course



2.

You want to spend your holidays in the country outside India where your friend resides. Write a letter to your friend and in your letter, write:

- Where and when you want to spend holidays
- Why you want to visit there
- When you are planning to visit

3.

You want to hold a surprise party for a friend who is visiting home town after a long time from a foreign country. Write a letter to another friend and in your letter,

- Write reason for holding party
- Describe when and how you are holding the party
- Ask your friend to meet you in person for discussion

4.

Your landlord has increased the amount of rent you pay every month and you don't find it appropriate. Write a letter to a landlord and in your letter,

- Explain why you are writing
- Describe why you find increase inappropriate
- What you want to do now

5.

You recently graduated from an MBA college and saw an advertisement in the newspaper for the position of Management Trainee at reputed company in the city. Write a letter to the Human Resource Manager and in your letter.

- Explain why you are writing the letter
- Describe your qualifications and skills
- Explain why you are interested for this position

