IELTS Writing: Task 1 and Task 2 Structures

Paragraph plans that match the four marking criteria · Academic and General Training

Criterion	What it means in practice
Task Achievement / Response	Answer every part of the question; Task 1 needs a clear overview
Coherence & Cohesion	One idea per paragraph; linking words used naturally, not in every sentence
Lexical Resource	Precise words and collocations; avoid repeating the question's words
Grammatical Range & Accuracy	Mix of simple and complex sentences, mostly error-free

Academic Task 1 (150+ words, about 20 minutes)

1. Introduction: paraphrase what the chart shows (what, where, when).
2. Overview: two main features, no numbers. This is the paragraph most often missing.
3. Body 1: the biggest feature with key figures.
4. Body 2: the second feature or comparison with figures.

General Training Task 1 letter (150+ words)

1. Greeting matched to the reader (Dear Mr Ahmed / Dear Sara).
2. Opening: why you are writing.
3. One paragraph per bullet point in the task.
4. Closing line and sign-off matched to formality (Yours sincerely / Best wishes).

Task 2 essay (250+ words, about 40 minutes)

Question type	Structure
Opinion (agree/disagree)	Intro with clear position → 2 body paragraphs supporting it → conclusion restating it
Discuss both views	Intro → view A → view B → your opinion in conclusion (or intro)
Advantages / disadvantages	Intro → advantages → disadvantages → which outweighs (if asked)
Problem / solution	Intro → causes or problems → solutions → conclusion
Two-part question	Intro → answer question 1 → answer question 2 → conclusion

Each body paragraph: topic sentence → explanation → specific example → link back to the question. One fully developed idea beats three listed ones.

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