IELTS READING AND WRITING PREP

Curriculum Resource 2024



QUiLL Learning Network



IELTS Reading and Writing Prep Curriculum Resource

OALCF Alignment

Competency	Task Group	Level
A. Find and Use Information	A1 Read continuous text	A1.3 - Read longer texts to connect, evaluate and integrate ideas and information
	A2 Interpret documents	A2.3 - Interpret somewhat complex documents to connect, evaluate and integrate information
B. Communicate Ideas and Information	B2 Write continuous text	B2.3 - Write longer texts to present information, ideas and opinions
	B3 Complete & create documents	B3.3a Decide what, where and how to enter information in somewhat complex documents

Goal Paths

- [x] Employment
- [ ] Secondary School Credit
- [ ] Independence
- [ ] Apprenticeship
- [x] Postsecondary

Embedded Skills

- [ ] Adaptability
- [ ] Digital
- [ ] Creativity and Innovation
- [ ] Collaboration
- [ ] Numeracy
- [x] Reading
- [ ] Communication
- [ ] Problem Solving
- [x] Writing



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Module 1: Introduction to IELTS - Overview

What is IELTS?



- IELTS stands for the **I**nternational **E**nglish **L**anguage **T**esting **S**ystem.
- It's the world's most popular English language proficiency test.
- The IELTS exam assesses the English language skills of people who want to live, work or study in English-speaking countries such as Canada.
- Employers and universities often want to see proof of your IELTS score with your application.

What are the two types of tests?

There are two main types of IELTS tests available:

- **IELTS Academic**
- **IELTS General Training**

IELTS Academic is a good choice for people who:

- plan to study at a university or college as an undergraduate or postgraduate student
- want to join a professional institution

IELTS General Training is a good choice for people who:

- plan to attend **vocational training programs** (programs that teach you specific skills for certain jobs, like construction or healthcare)
- want to work in Canada

What is the format?

The IELTS exam has 4 parts:

 **Reading**

 **Writing**

 **Listening**

 **Speaking**

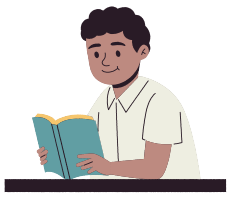
The Speaking and Listening parts are the same in both Academic and General Training IELTS tests, but the Reading and Writing tests have slight differences.

***This curriculum focuses on the IELTS General Training test.**

Module 1: Introduction to IELTS - Overview

Reading Part

60 mins



The Reading part has three sections with 40 questions.

- **Section 1:** you read daily life texts such as ads and schedules.
- **Section 2:** you read work-related texts, like job descriptions and training manuals.
- **Section 3:** you read longer and more complex texts from newspapers or books.

Writing Part

120 mins



The Writing part has two tasks.

- **Task 1:** you write a letter to explain a situation or request information. For example, you might write a letter suggesting ways to improve a library.
- **Task 2:** you write an essay responding to a point of view, argument, or problem. For example, you might write about whether TV dramas are important in society.

Listening Part

30 mins



The Listening part has four recordings and 40 questions.

- **Recordings 1-2:** you listen to recordings about about everyday situations.
- **Recordings 3-4:** you listen to recordings about education or training.

Speaking Part

11-14 mins



The Speaking part is in person with an official IELTS examiner and recorded. It might happen on the same day as the other tests or another day. The Speaking part has three sections.

- **Part 1**: you answer general questions about work, family, studies, or hobbies.
- **Part 2**: you talk about a topic on a card for two minutes.
- **Part 3**: you discuss the topic from part 2 with the examiner.

***This curriculum focuses on the IELTS Reading and Writing parts.**

Module 1: Introduction to IELTS - Overview

How can I take the test?

There are two ways to take the IELTS tests:

- **Paper**
- **Computer**

The content and format of the test are the same for both versions, but the way you interact with the test is different. The Speaking test is always conducted face-to-face with an examiner.

About the Paper Test



- You answer the Listening, Reading, and Writing parts using a pencil on paper.
- You get a question booklet and an answer sheet for each section.
- You fill in your answers directly on the answer sheet using a pencil.
- Once you complete a section, you transfer your answers to the answer sheet.
- It's important to transfer your answers correctly and neatly.
- You give back the booklet before moving on to the next part of the test.

About the Computer Test



- You answer the Listening, Reading, and Writing sections on a computer at a test center.
- The Listening part on the computer is timed differently than the paper-based test. It last between 30-34 minutes. You don't need to transfer answers to a separate sheet.
- You'll have time to read the questions before each recording and review your answers.
- At the end, you'll get 2 minutes to check your answers.



- IELTS examiners do not have access to your question booklets.
- You can't bring your own paper to either the IELTS paper or computer-based test for security reasons.
- You'll also get paper for your Speaking test to help you write down your thoughts while talking to the examiner.

Module 1: Introduction to IELTS - Overview

How is the test scored?

- You get scores from 0 to 9 in each of the four parts.
- The score is calculated by averaging your scores from each of the parts.
- The examiner evaluates each part using specific criteria.
- You can't fail the IELTS test!

Here are some sample scores and how they affect the total score:

Test	Score
Listening	6.5
Reading	6.5
Writing	5
Speaking	7
Average	6.25
Overall Score	**6.5**



Module 1: Introduction to IELTS - Overview

What do the scores mean?

Here are the different scores and what you need to get each one.

Band Score	Skill Level	Description
9	Expert user	• You show complete understanding of English.
8	Very good user	• You use English well, but you make small mistakes. You don't understand everything in new situations.
7	Good user	• You understand English, but may make occasional mistakes and misunderstand some things.
6	Competent user	• You might make some mistakes or misunderstand sometimes. You can handle fairly complex language, especially in familiar situations.
5	Moderate user	• You can get the main idea in most situations, but you might make a lot of mistakes. You communicate at a basic level.
4	Limited user	• You can handle simple situations, but you often struggle to understand and express yourself.
3	Extremely limited user	• You only understand basic ideas in familiar situations. You often have trouble communicating clearly.
2	Intermittent user	• You find it hard to understand English when it's spoken or written.
1	Non-user	• You can only use a few words in the language. You can't communicate.
0	Didn't complete	• You didn't answer any questions.

Module 1: Introduction to IELTS - Activity - Introduction Review

Now that you know about the IELTS test, you're ready to complete ACTIVITY 1.

Read the question.
Choose the BEST answer(s).

1. What is the purpose of the IELTS exam in assessing English language skills for people in English-speaking countries?

A) Live
B) Work
C) Study
D) All of the above

2. Which test would someone choose if they wanted to work in Canada?

A) IELTS Academic
B) IELTS General Training

3. How many parts does the IELTS test have?

A) 4
B) 2
C) 1
D) 3

4. Which part is the longest?

A) Speaking
B) Listening
C) Reading
D) Writing

Module 1: Introduction to IELTS - Activity - Introduction Review

5. What are the **two** ways to take the test?

A) Phone
B) Computer
C) Email
D) Paper

6. Why is the timing of the Listening part different in the computer test compared to the paper test?

A) You have more time to answer each question.
B) You don't need to transfer answers to a separate sheet.
C) The recordings are longer.
D) You have less time to review your answers.

7. What is the range of scores you can receive in each of the four parts of the IELTS exam?

A) 0 to 5
B) 0 to 10
C) 0 to 9
D) 1 to 6

Module 2: IELTS Reading: Overview

Now, let's learn more about the IELTS Reading Test.

What is the purpose?

The purpose of the reading test is to assess your ability to understand written English in everyday contexts. This includes understanding texts that you might see:

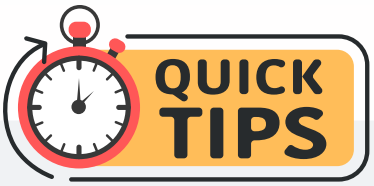
- at **work** (reading user manuals, emails and reports)
- during **travel** (reading maps, travel brochures or timetables)
- while handling **personal matters** (paying bills, reading the news or a weather report, applying for a job)

The test evaluates your reading skills by asking questions that test how you:

- locate information
- understand main ideas
- understand specific details
- make inferences or guesses



Module 2: IELTS Reading: Overview



1 Timing

- You'll have only one hour to answer 40 questions, so managing your time is important.
- Always give yourself time to review your answers.

2 Read the instructions carefully

- Good test-takers make mistakes in IELTS Reading because they don't read the instructions carefully.
- Be sure to read and follow the instructions closely.

3 Don’t panic (feel very worried or scared)

- Some questions will be easy, but others might be tough. Be ready to answer only some of the questions correctly.
- Don't spend too much time on a difficult question.
- If you can't find an answer to a question, move on to the next one and return later if you have time.

4 Don’t expect to understand every word

- If you don't know a word, check the words around it to help you understand. Or, skip it and move on.
- Pay attention to the words that matter for the question, and don't stress about the ones you don't get.



Module 2: IELTS Reading: Overview

What are the different IELTS Reading Question Types?

- There are 14 main question types.
- Each assesses different skills.
- You need to use different strategies to answer the different types of questions.

Here's a short overview of the question categories and types.

MATCHING QUESTIONS

Question Type	Overview
Matching Headings	Match headings to sections of text
Matching Features	Match list of options to a set of statements
Matching Paragraph Information	Match a set of paragraphs or sections of the text with specific pieces of information, such as summaries, descriptions or opinions
Matching Sentence Endings	Using a list of sentence endings and a text, match each sentence ending to the correct part of the text based on the information

IDENTIFICATION QUESTIONS

Question Type	Overview
True / False / Not Given	Decide which matches the information from a set of statements and text
Multiple Choice	Choose the correct answer from a list of possible answers
List of Options	Choose the best answer from a list of words, information, or names
Choosing a Title	Choose the best title



Module 2: IELTS Reading: Overview

COMPLETION QUESTIONS

Question Type	Overview
Short Answer	Write one to three word answers based on the information in the text
Summary Completion	Complete a summary of the text by filling in the missing information with words or phrases from the passage
Sentence Completion	Fill in the blanks in a sentence using information from the text
Table Completion	Fill in the blanks in a sentence using information from the text
Diagram Labelling	Label the diagram with the correct names or descriptions from the text
Flow Chart Completion	Complete the missing information

Module 2: IELTS Reading: Overview

Now, let's learn ways to help you understand the IELTS Reading Test.

Understanding different strategies for taking the IELTS reading test helps you approach the questions better.

What is a strategy?

A **strategy** is a plan or way to reach a goal or solve a problem.

Here are some everyday situations when people might use strategies:

Planning a trip
- Looking at different routes to find the quickest one

Studying for a test
- Creating flashcards to remember key information

Cooking
- Following a recipe closely to make sure they make the dish right

Shopping
- Making a list not to forget anything

Going to a job interview
- Researching the company to understand the role

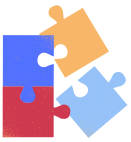
Learning a new skill
- Breaking the task down into smaller, manageable steps



Can you think of other everyday situations in which you might use different strategies?

Module 2: IELTS Reading: Understanding Synonyms

Strategy 1: Understanding Synonyms



This means understanding what a synonym is and how they are used in this part of the test.

Reasons this an Important Strategy

- Words in the questions might not match those in the text. Instead, synonyms are used.
- Knowing this helps you understand the questions better and find the correct answers in the text.

What is a synonym?

A **synonym** is a word that has the same meaning as another word.

Let's look at an example.
Here are some TRUE / FALSE questions and part of a sample text.

1. Mount Everest is the highest mountain in the world.
2. Lots of climbers want to reach the summit of Mount Everest, despite its hazardous conditions.
3. Reaching the peak of Mount Everest is a big accomplishment for climbers.

Mount Everest is famous as the tallest mountain in the world. Its peak is very high above sea level. Lots of climbers want to reach the top, despite it being very dangerous. Reaching the peak is a significant accomplishment for climbers. People all over the world are fascinated by Mount Everest.

Word in Question	Word in the Text
highest	tallest
summit	top
hazardous	dangerous
big	significant

Module 2: IELTS Reading: Understanding Synonyms

Learning Synonyms

- Read easy stories or articles. When you see a word you know, try to find another word that means the same thing.
- Make a list of words you know and find synonyms for each one. Keep this list and look at it when you write or talk to help you use different words.
- Practise using synonyms in stories or conversations. When you talk or write, try using different words that mean the same thing.
- Ask questions if you need help understanding. It's okay to ask someone to explain or give you another word that means the same thing.



Here is a list of synonyms for common words

Word in Question	Word in the Text
Amazing	Incredible, Fantastic, Fabulous, Astonishing, Extraordinary
Answer	Respond
Awful	Terrible, Abominable, Dreadful
Bad	Evil, Spoiled, Imperfect, Infamous, Dismal
Beautiful	Gorgeous, Ravishing, Dazzling, Exquisite, Stunning
Begin	Initiate, Commence, Inaugurate
Big	Huge, Enormous, Gigantic, Humongous, Substantial, Mammoth
Break	Rupture, Fracture, Shatter
Calm	Serene, Peaceful, Tranquil
Come	Approach, Arrive
Cool	Chilly, Frosty, Icy
Cut	Chop, Slash, Slit



Module 2: IELTS Reading: Understanding Synonyms

Word in Question	Word in the Text
Dangerous	Hazardous, Risky, Precarious
Decide	Determine, Settle
Definite	Certain, Positive, Obvious
Delicious	Savoury, Tasty, Delectable
Describe	Portray, Characterize
Destroy	Demolish, Slay, Ruin, Raze
Difference	Disagreement, Inequity, Dissimilarity
Dull	Boring, Uninteresting, Monotonous, Humdrum, Dreary
End	Terminate, Conclude, Cessation
Explain	Elaborate, Interpret
Fall	Drop, Descend, Topple
Famous	Well-known, Renowned, Eminent, Illustrious
Fast	Quick, Rapid, Hasty, Snappy, Swift
Funny	Amusing, Humorous, Droll, Hilarious
Get	Acquire, Obtain, Secure, Procure, Gather
Good	Excellent, Fine, Wonderful, Superior, Gracious, Superb, Splendid
Great	Worthy, Distinguished, Grand, Considerable, Mighty
Happy	Pleased, Delighted, Elated, Joyful, Ecstatic, Jubilant, Jaunty
Hate	Despise, Loathe, Abhor, Abominate



Module 2: IELTS Reading: Understanding Synonyms

Word in Question	Word in the Text
Have	Possess, Own, Acquire
Help	Aid, Assist, Support, Encourage, Relieve
Hide	Conceal, Cover, Mask, Veil
Idea	Thought, Concept, Notion
Important	Necessary, Vital, Critical, Indispensable, Valuable, Essential, Notable
Interesting	Fascinating, Engaging, Spirited, Intriguing, Gripping, Captivating
Little	Tiny, Diminutive, Exiguous, Dinky, Cramped
Look	Gaze, Glance, Peek, Glimpse, Stare, Leer
Love	Like, Admire, Fancy, Care for, Adore
Make	Create, Originate, Invent, Construct, Manufacture, Produce, Compose
Move	Plod, Creep, Crawl, Drag, Toddle, Shuffle, Trot, Lumber, Meander
Neat	Orderly, Tidy, Trim, Natty, Smart, Elegant
New	Unique, Modern, Current, Recent
Old	Feeble, Ancient, Aged, Veteran, Mature, Primitive, Stale
Place	Draw, Map, Diagram, Procedure, Method, Blueprint
Show	Display, Exhibit, Indicate, Reveal, Demonstrate
Tell	Disclose, Reveal, Expose, Narrate, Inform, Divulge
Use	Employ, Utilize, Exhaust, Spend
Wrong	Incorrect, Inaccurate, Mistaken, Erroneous, Improper, Unsuitable

Module 2: IELTS Reading: Identifying Keywords and Phrases

Strategy 2: Identifying Keywords or Phrases in Questions

This means finding the important words or phrases that tell you what the question is about.

Reasons this is an Important Strategy

It helps you:

- focus your attention
- guides your search to specific parts of the text where important information is
- understand the meaning of the question
- improves how you use other strategies

Here are some everyday situations when people might use this strategy:

Searching for information online

- Identifying keywords or phrases to search for specific information on search engines.

Reading instructions or directions

- Identifying keywords to clarify what needs to be done.



Following recipes

- Identifying key ingredients or steps to help cook or bake.

Studying for exams:

- Identifying keywords in study questions to focus on the important information

Can you think of other everyday situations in which people use this strategy?



Module 2: IELTS Reading: Identifying Keywords and Phrases

Steps for Identifying Keywords or Phrases in Questions

1 Read the Question Carefully

Take your time to understand what the question is asking.

2 Identify Keywords or Phrases

Look for important words or phrases in the question, such as nouns, verbs, adjectives or adverbs that convey the main idea or topic of the question. You can circle or underline them to make them stand out.

3 Pay Attention to Synonyms

Sometimes, the keywords in the question may not appear exactly as they do in the passage. Try to identify if any synonyms are used.

Let's look at an example of keywords or phrases in questions.

1. What has excited residents about the town's library?
2. What kinds of events does the library plan to encourage reading and literacy?
3. Why is the library offering more digital resources?
4. What is the goal of the library's upcoming events?
5. How does the library plan to adapt to changing reading habits?

Module 2: IELTS Reading: Activity - Keywords and Phrases

Now that you know how to identify keywords or phrases in questions, you're ready to complete ACTIVITY 2.

Read the question sets.
Circle or underline the keywords or phrases.

Question Set 1

1. Marie Curie's husband was a joint winner of both Marie's Nobel Prizes.
2. Marie became interested in science when she was a child.
3. Marie was able to attend the Sorbonne because of her sister's financial contribution.

Question Set 2

1. What is essential for Canadians to understand to plan their activities and stay safe throughout the year?
2. How many distinct seasons does Canada experience?
3. Which region of Canada tends to have milder winters and cooler summers due to the influence of the Pacific Ocean?
4. What do Canadians need to be prepared for throughout the year?
5. What role does weather play in the lives of Canadians, according to the text?

Question Set 3

1. Since the arrival of the new books, there has been a noticeable increase in _____ to the town's library.
2. The goal of the upcoming events at the library is to create a literary community where people of all ages can engage with books and connect with fellow _____.
3. To meet the changing reading habits of people, the library will offer more _____ materials such as e-books, audiobooks, and online _____.
4. The main purpose of the library's efforts to offer more digital resources and plan events is to keep the library important and enjoyable for _____.

Question Set 4

1. The practical tips for everyday budgeting focus solely on reducing grocery expenses.
2. Frugal meal planning involves using leftovers creatively to create nutritious meals.
3. Cutting costs on household expenses includes exploring alternative transportation options.
4. Building an emergency fund helps protect against unexpected financial setbacks.

Module 2: IELTS Reading: Skimming

Strategy 3: Skimming

This means reading quickly to get the main idea without focusing on every word.

Reasons this is an Important Strategy

It helps you:

- understand what the text is about
- makes it easier to locate specific information for answering questions

Here are some everyday situations when people might skim for information:

- Quickly reviewing a set of instructions to understand the main steps or procedures.
- Reading newspaper headlines to catch up on current events.
- Browsing through a magazine to get an overview of its contents.
- Glancing through an email to grasp its main points before reading it in detail.
- Skimming a textbook chapter to get an overview of the topics covered.
- Reading some pages of a novel to see if it captures their interest before reading it.
- Quickly looking at a menu at a restaurant to decide what to order.
- Reviewing a document or report to find specific information or key points.
- Glancing through a schedule or itinerary to plan upcoming activities or appointments.





Can you think of other everyday situations in which people use this strategy?



Module 2: IELTS Reading: Skimming

Steps to Skim a Text

1 Look at the Title and Subheadings

Read the title.

If there are subheadings, read them quickly. A **subheading** is a smaller title or heading under a main title. It gives a little more detail about what the section below is going to talk about.

Titles and subheadings give you an idea of the main points or topics covered.

2 Read the First Sentence

Read just the first sentence of each paragraph. This helps you get the main idea of each section without reading every word.

If there are words in bold or highlighted, pay attention to them. They are often important terms or key points.

3 Read the Last Paragraph

The last paragraph often summarizes the main points of the text.

4 Summarize

After skimming, ask yourself, “What is the text mostly about?”

Summarize the main idea in a sentence or two. **Summarizing** means getting the main ideas of something without all of the details.

Module 2: IELTS Reading: Skimming

Let's look at an example of how to skim.

1 Look at the Title and Subheadings

Title

Local Library Gets New Books

The donation of new books to the town's library has excited residents. Many people have already visited the library to check out the latest additions to the collection. Librarians have noticed an increase in foot traffic since the arrival of the new books. This demonstrates a positive response from the community.

Subheading

Encouraging Reading and Literacy Events

The library has also announced upcoming events to encourage reading and literacy. These events include book clubs, author readings, and storytelling sessions for children. The goal is to create a literary community where people of all ages can engage with books and connect with fellow readers.

Subheading

Creating More Digital Resources

The library will offer more digital materials like e-books, audiobooks, and online databases. This is to meet the changing reading habits of people and make sure the library stays important in the digital era.

So, the donation of new books has excited people and brought more visitors. The library also plans events to encourage reading and will offer more digital resources to adapt to how people read nowadays. These efforts aim to keep the library important and enjoyable for everyone.

Right away, the title and subheadings tell you that the text is about:

- a library getting new books
- events
- digital resources

Module 2: IELTS Reading: Skimming

2 Read the First Sentence

Local Library Gets New Books

The donation of new books to the town's library has excited residents. Many people have already visited the library to check out the latest additions to the collection. Librarians have noticed an increase in foot traffic since the arrival of the new books. This demonstrates a positive response from the community.

3 Read the Last Paragraph

So, the donation of new books has excited people and brought more visitors. The library also plans events to encourage reading and will offer more digital resources to adapt to how people read nowadays. These efforts aim to keep the library important and enjoyable for everyone.

4 Summarize

After skimming, you can determine that this text is about:

- People excited about new books at the library
- More people are starting to visit
- Planning events like book clubs and author readings to encourage reading
- Adding more digital resources like e-books to keep up with today's digital world

Module 2: IELTS Reading: Activity - Skimming

Now that you know how to skim, you're ready to complete ACTIVITY 3.

Read the question.
Write the your answer.

1. Write the steps you use to skim a text.

Step 1 _____

Step 2 _____

Step 3 _____

Step 4 _____



Module 2: IELTS Reading: Activity - Skimming

Using Text 1, skim to identify bolded or highlighted words or phrases (to get the main idea). Using the highlighted words, summarize and say what the text is about in 1-2 sentences.

Text 1

Explore Nature: A Comprehensive Guide to Outdoor Adventures

Hiking Trails: Discover a variety of hiking trails ranging from easy walks to challenging treks, with descriptions of scenic routes and trail difficulty levels.

Wildlife Watching: Learn about the best locations and techniques for observing wildlife in their natural habitats, with insights into birdwatching, animal tracking, and responsible wildlife viewing practices.

Nature Photography: Get expert tips and techniques for capturing stunning photographs of landscapes, wildlife, and natural phenomena, including advice on camera settings, composition, and editing.

Outdoor Safety: Ensure your safety while enjoying outdoor activities with practical advice on preparing for emergencies and recognizing potential hazards.

Family-Friendly Activities: Plan fun outdoor experiences for the whole family with suggestions for kid-friendly hikes, nature scavenger hunts, and camping activities suitable for all ages.

Environmental Conservation: Discover ways to minimize your environmental impact and contribute to the preservation of natural habitats through eco-friendly outdoor practices.

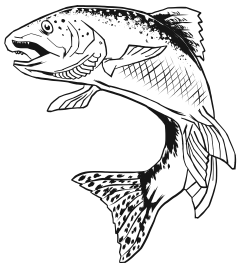
Module 2: IELTS Reading: Activity - Skimming

Using Text 2, skim the menu headings to see the categories.
Quickly read the names of the dishes under each category.
Summarize and say the types of food offered and any special items or promotions.

Text 2

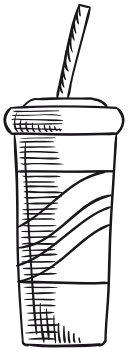


menu



Appetizers
Garlic Parmesan Fries
Spinach Artichoke Dip
Crispy Calamari
Caprese Salad

Main Courses
Grilled Salmon with Lemon Butter Sauce
Beef Burger with Caramelized Onions
Chicken Alfredo Pasta
Vegetarian Stir-Fry



Desserts
New York Cheesecake
Chocolate Lava Cake
Key Lime Pie
Seasonal Fruit Tart

Special Items and Promotions
Happy Hour: Half-priced appetizers from 4-6 PM daily
Chef's Special: Seafood Paella available on Fridays and Saturdays
Dessert of the Day: Ask your server for today's special dessert feature!

Module 2: IELTS Reading: Activity - Skimming

Read the questions.
Using Text 3 (on the next page), choose or write your answer.

1. What do you learn from the title and subheadings in the article?

A) The geography of Canada
B) The history of Canada
C) The weather patterns in Canada
D) The cultural diversity of Canada

2. What do you learn from the first sentence?

A) How the weather in Canada can be very different
B) Four distinct seasons experienced in Canada
C) Need for Canadians to prepare for different weather conditions
D) All of the above.

3. What do you learn from the last paragraph?

A) In Canada, there are four seasons with different weather: cold winters with lots of snow, warm summers with hot days, and mild but unpredictable spring and fall.

B) Weather is very important for Canadians. Knowing about the four seasons, the differences in weather across regions, and being ready for various conditions helps keep people safe and helps people enjoy outdoor activities all year.

C) The weather changes depending on the region. Some areas have mild winters and cool summers, while other areas have hot summers and freezing winters or long, cold winters and short, cool summers.

D) Canadians should be ready for any weather by wearing the right clothes, having emergency kits, and checking the weather forecast.

4. In your own words, write 1-2 sentences about the text with the information you've learned from skimming.

_____

_____

_____

Module 2: IELTS Reading: Activity - Skimming

Read the questions.
Using Text 4 (on the next page), choose or write your answer.

1. What do you learn from the title and subheadings in the article?

A) Simple recipes for everyday meals
B) Advanced cooking techniques
C) The history of cooking
D) How to become a professional chef

2. What do you learn from the first sentence?

A) Cooking techniques for gourmet meals
B) Tips for cooking on a budget
C) How to make quick and easy meals at home
D) How to open a restaurant

3. What do you learn from the last paragraph?

A) How to use breakfast recipes to start your day with energy
B) How to make quick lunch ideas for satisfying meals, such as salads, sandwiches, and soups
C) How to make dinner recipes for enjoyable family meals, like spaghetti, stir-fries, and stews
D) How to use everyday cooking tips and recipes to make tasty meals and treats without spending hours in the kitchen

4. In your own words, write 1-2 sentences about the text with the information you've learned from skimming.

_____

_____

Module 2: IELTS Reading: Activity - Skimming

Text 4

Everyday Cooking: Simple Recipes for Delicious Meals

Cooking delicious meals at home doesn't have to be complicated. With a few basic ingredients and simple recipes, you can create tasty dishes that everyone will love.

Breakfast Favourites
Start your day off right with easy breakfast recipes that are perfect for busy mornings. From fluffy pancakes to hearty omelets, these dishes will fuel you up and get you ready for the day ahead.

Quick Lunch Ideas
When you need a quick and satisfying meal, these lunch recipes have got you covered. Whip up a fresh salad, make a tasty sandwich, or enjoy a comforting bowl of soup in no time at all.

Dinner Delights
Put together delicious dinners that the whole family will enjoy with these simple recipes. From classic comfort foods like spaghetti and meatballs to flavorful stir-fries and hearty stews, there's something for everyone at the dinner table.

Sweet Treats
Indulge your sweet tooth with easy dessert recipes that are sure to satisfy. Whether you're craving cookies, cakes, or pies, these sweet treats are the perfect way to end any meal on a high note.

With these everyday cooking tips and recipes, you'll be able to create tasty meals and treats without spending hours in the kitchen. So grab your apron and get cooking!

Module 2: IELTS Reading: Activity - Skimming

Skim Text 5. Read the question.
Write the your answer.

Text 5

Saving Money: Practical Tips for Everyday Budgeting

Learn how to manage your finances wisely with these practical tips for everyday budgeting. From cutting costs on groceries to finding ways to save on monthly bills, these strategies will help you stretch your dollars further.

Grocery Shopping on a Budget
Discover smart shopping tips and tricks to save money on groceries without sacrificing quality or nutrition. Learn how to create a shopping list, compare prices, and take advantage of sales and discounts to get the most bang for your buck at the supermarket.

Frugal Meal Planning
Master the art of meal planning to minimize food waste and reduce your grocery expenses. Explore simple meal prep ideas, budget-friendly recipes, and creative ways to use leftovers to create delicious and nutritious meals for you and your family.

Cutting Costs on Household Expenses
Find practical ways to trim your monthly bills and expenses, from utilities and transportation to entertainment and subscriptions. Learn how to negotiate with service providers, explore alternative transportation options, and identify areas where you can make small lifestyle changes to save big in the long run.

Building an Emergency Fund
Discover the importance of building an emergency fund to protect yourself against unexpected expenses and financial setbacks. Learn how to set realistic savings goals, create a budget, and prioritize saving to establish a financial safety net for future emergencies.

By implementing these everyday budgeting strategies into your life, you can take control of your finances, reduce financial stress, and work towards achieving your long-term financial goals. Start saving money today and secure a brighter financial future for yourself and your family.

1.Write 1-2 sentences about the text with the information you've learned from skimming.

Module 2: IELTS Reading: Scanning

Strategy 4: Scanning

This means quickly reading a text to find specific information, for example, answers to questions in a test.

Reasons this is an Important Strategy

It helps you save time and allows you to locate relevant details efficiently

Here are some everyday situations when people might scan for information.



- Looking for information on a clothing tag in a store.
- Searching for a specific name or contact in a list of phone numbers.
- Quickly locating a particular item on a grocery store shelf.
- Finding a specific word or phrase in a long document or book.
- Searching for a particular section or topic in a textbook or manual.
- Locating a specific date or event in a calendar or planner.
- Quickly identifying important information in a set of meeting minutes or notes.
- Finding a specific song or artist in a playlist or music library.
- Searching for a specific word or term in an online article or webpage.
- Finding a specific location or address on a map or GPS.
- Locating a particular product or category on an online shopping website.

Can you think of other everyday situations in which people use this strategy?



Module 2: IELTS Reading: Scanning

Steps to Scan a Text

1 **Know What You're Looking For**

Determine the specific information you need from the text, such as keywords or phrases from the questions.

2 **Move Your Eyes Quickly**

Run your eyes over the text, moving quickly from left to right and top to bottom, without reading every word.

Look for the keywords or phrases. **Remember** that synonyms may be used in the text.

3 **Stop and Read Relevant Text**

When you identify keywords or phrases that match what you're looking for, stop and read the text carefully to see if it contains the specific information you need.

* If the section you're scanning doesn't contain the information you're looking for, keep scanning until you find the relevant details elsewhere in the text.

Module 2: IELTS Reading: Scanning

Let's look at an example of how to scan.

1 Know What You're Looking For

Here is a sample question about the text. The keywords are red.

What types of events are being organized to **promote reading** and **literacy**?

2 Move Your Eyes Quickly

- Look for keywords or phrases and remember that synonyms might appear.
- For example, synonyms for "**promote**" could be "**support**," "**encourage**." or "**boost**."

Local Library Gets New Books

The donation of new books to the town's library has excited residents. Many people have already visited the library to check out the latest additions to the collection. Librarians have noticed an increase in foot traffic since the arrival of the new books. This demonstrates a positive response from the community.

Encouraging Reading and Literacy Events

The library has also announced upcoming events to **encourage reading** and **literacy**. These events include book clubs, author readings, and storytelling sessions for children. The goal is to create a literary community where people of all ages can engage with books and connect with fellow readers.

Identify that the keyword "promote" is used instead of "encourage."

Module 2: IELTS Reading: Scanning

Let's look at an example of how to scan.

3 Stop and Read Relevant Text

- Identify that this section has relevant information based on the question.

Encouraging Reading and Literacy Events

The library has also announced upcoming events to encourage reading and literacy. These events include book clubs, author readings, and storytelling sessions for children. The goal is to create a literary community where people of all ages can engage with books and connect with fellow readers.

Module 2: IELTS Reading: Activity - Scanning

Now that you know how to scan, you're ready to complete ACTIVITY 4.

Read the question.
Write the BEST answer.

1. Write the steps you use to scan a text.

Step 1 _____

Step 2 _____

Step 3 _____

Read the questions and underline the keywords or phrases in the question.
Write some synonyms for these words.
Scan Text 1 (on the next page).
Identify (point to) where you'd find the answer in the text.

1. The highway project aims to ease traffic and assist business growth.

_____

2. Experts decided the highway's route and size before construction started.

_____

3. Construction workers are digging and laying the foundation for the roads.

_____

4. The new highway will not better the region or help it grow.

_____

5. Building the highway might cause some issues for people living nearby.

_____

Module 2: IELTS Reading: Activity - Scanning

Text 1

Construction of a New Highway

Workers are building a new highway to make it easier for people to travel in the area. The project is part of a plan to reduce traffic and help businesses grow.

Planning, Design and Progress

Before starting, experts planned where the highway should go and how big it should be. They thought about things like how it would affect nature and how safe it needed to be. Construction workers are busy digging, laying the groundwork, and making the roads. They're using big machines like bulldozers and excavators to get the job done. Everything is going according to plan and on schedule.



Community Impact

While the highway will make traveling better, building it might cause some problems for people living nearby. They're trying to manage these problems by talking to people, organizing traffic, and helping those affected. Once it's finished, the highway will help everyone get around faster and easier.

Building this new highway is a big project that will make transportation better and help the area grow. With careful planning and hard work, it will make life better for everyone in the region.

Module 2: IELTS Reading: Activity - Scanning

Read the questions and underline the keywords or phrases in the question.
Scan Text 2.
Identify (point to) where you'd find the answer in the text.

1. What topics are covered in HIS105 - World History?
2. What is the purpose of ENG101 - Introduction to English Literature?
3. What is the focus of ART110 - Introduction to Art History?
4. What skills will you develop in MAT102 - Fundamentals of Algebra?

Text 2

Welcome to our Course Calendar! Below, you'll find a list of courses available this semester. Each course has a unique code and a brief description to help you choose the ones that best suit your interests and academic goals.



ENG101 - **Introduction to English Literature:** Explore the world of English literature by studying classic and contemporary works. This course introduces key literary concepts and analytical techniques.



MAT102 - **Fundamentals of Algebra:** Build a strong foundation in algebraic principles and problem-solving skills. This course covers topics such as equations, inequalities, and functions.



BIO103 - **Introduction to Biology**: Discover the wonders of the natural world with an introduction to biology. Topics include cell structure, genetics, evolution, and ecology.



HIS105 - **World History:** Travel through time and across cultures as you explore major events and developments in world history. This course examines key historical periods and their impact on societies.



ART110 - **Introduction to Art History**: Delve into the fascinating world of art history, from ancient civilizations to modern movements. Learn to analyze and appreciate art in its cultural and historical context.

Module 2: IELTS Reading: Activity - Scanning

Read the questions and underline the keywords or phrases in the question.
Scan Text 3.
Identify (point to) where you'd find the answer in the text.

1. Which of the following is NOT mentioned as a form of digital communication?
2. What has the rise of smartphones and social media platforms led to?
3. What's important about personal information and online threats?

Text 3

The Impact of Technological Advancements on Society

In today's fast-paced world, technology continues to change quickly. It changes the way we live, work and communicate. These advancements, from computing to digital communication, have impacted society in numerous ways.

Computing has had transformations over the years, with the development of faster processors, increased storage capacity and more efficient algorithms. These advancements have led to more powerful computers that can handle complex tasks.

Digital communication has also seen significant progress, with the increased number of smartphones, social media platforms and instant messaging apps. These tools have made it easier than ever to connect with others, regardless of distance.

Nowadays, many people use the internet for things like finding information, watching videos, and buying items. The internet lets everyone learn new things and share ideas quickly.

But with all these amazing advancements come big problems. It's really important to keep our personal information safe, protect against online threats, and ensure everyone has access to technology.

In short, technology has made great progress, but we must also deal with its challenges to make it work for everyone. By focusing on privacy and cybersecurity and ensuring everyone can benefit, we can make technology safer and more available.

Module 2: IELTS Reading: Activity - Scanning

Read the questions and underline the keywords or phrases in the question.
Scan Text 4.
Identify (point to) where you'd find the answer in the text.

1. What ingredient is used to grease the skillet or griddle?
2. How long should you cook the pancakes after flipping?
3. What should you be careful not to do when mixing the batter?

Text 4



Pancake Recipe

Ingredients

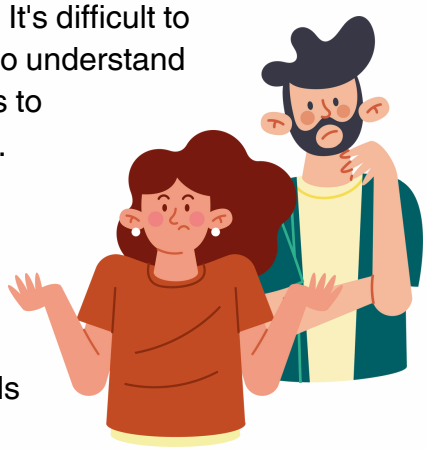
1 cup all-purpose flour
2 tablespoons sugar
1 teaspoon baking powder
1/2 teaspoon salt
1 cup milk
1 large egg
2 tablespoons butter, melted

Instructions

1. In a large bowl, combine the dry ingredients.
2. In another bowl, whisk the wet ingredients.
3. Pour the wet ingredients into the dry ingredients and stir. Be careful not to overmix.
4. Heat a non-stick skillet or griddle over medium heat. Add a small amount of butter to grease the skillet.
5. Pour 1/4 cup of batter onto the skillet for each pancake. Cook until bubbles form, and the edges start to look set.
6. Flip the pancakes and cook for an additional 1-2 minutes, until golden brown and cooked through.
7. Remove the pancakes from the skillet and serve.

Module 2: IELTS Reading: Guessing Meaning From Context

If you're learning English, you might not know some words when you read. It's difficult to stop and look up every word in the dictionary because it can make it hard to understand the story or text. Plus, you might forget the new words later. A better way is to **guess what the new words mean** based on the sentences around them.



You must do this for the IELTS test because you can't use a dictionary.

Strategy 5: Guessing Meaning From Context

This means determining the meaning of a word based on the words around it and the overall topic of the paragraph.

Here are some everyday situations when people might guess the meaning from the context.

- Listening to a podcast or radio broadcast and using context to understand unfamiliar terms or concepts the hosts or guests discussed.
- Reading a novel and determining the meaning of unfamiliar words based on the characters' actions and the story's plot.
- Listening to a conversation in a different accent and using clues to understand unfamiliar vocabulary.
- Reading a recipe in a cookbook and guessing the meaning of cooking terms based on the ingredients and instructions.
- Watching a TV show or documentary and using context to understand technical vocabulary.
- Reading a work-related email with industry-specific vocabulary and guessing the meaning of unfamiliar terms based on the email's context and purpose.
- Reading product descriptions or advertisements and guessing the meaning of unfamiliar words based on the product's features and intended use.



Can you think of other everyday situations in which people use this strategy?

Module 2: IELTS Reading: Using Your Own Knowledge

There are multiple strategies you can use to guess the meaning of new words.



- Using Your Knowledge
- Punctuation Clues
- Definition Clues
- Example Clues
- Contrast Clues

Let's learn about each one.

Using Your Knowledge

Sometimes, you can figure out what a word means by using what you already know about the world.

Let's look at an example. The bold word is the unfamiliar word.

I didn't sleep well because my neighbour's dog was **yapping** all night.

You may be able to guess the meaning of "yapping" by thinking about how dogs behave. Since the dog is waking the person up with noise, you can guess that "yapping" is probably a type of barking. This understanding is enough to keep reading, even if you don't know the exact definition of the word.



Module 2: IELTS Reading: Activity - Using Your Own Knowledge

Let's practise using this strategy! Complete ACTIVITY 5.

Use your knowledge to guess the meanings of the unfamiliar words.

1. She picked the irises and arranged them in a vase to put on the coffee table.
An iris is probably a _____

2. The podiatrist told the woman to take the medicine for 5 days and call him if she didn't feel better.
A podiatrist is probably a type of _____

3. Her tea was tepid, so she put it in the microwave.
Tepid probably means something that is _____

4. After running a marathon, he felt completely exhausted and could barely move.
Exhausted probably means _____

5. The chocolate dessert was so decadent that everyone wanted seconds.
Decadent probably means something that is _____

6. She decided to take a detour to avoid the traffic jam on the highway.
A detour probably means _____

7. The cat curled up in a cozy nook by the window to take a nap.
A nook is probably a _____ space.

Module 2: IELTS Reading: Punctuation Clues

Punctuation Clues

Punctuation clues are a simple way to figure out the meaning of a word. With punctuation clues, the definition of a word is given right after the word itself, usually between **brackets (), commas, (,)** or **dashes (-)**.

Let's look at examples. The bold word in each sentence is the unfamiliar word.

> Edmonton experienced a **deluge** (heavy rainfall) during the storm that caused a lot of damage. The flooded streets, homes, and businesses led to widespread destruction and displacement of residents. Emergency services were overwhelmed as they worked to rescue stranded individuals.

This sentence gives the meaning of the word in brackets.
Deluge = heavy rainfall

> **Sleet**, a mixture of half rain and half snow, can be very difficult to drive in due to poor visibility. The icy mixture creates hazardous road conditions, increasing the risk of accidents and collisions. Drivers are advised to exercise caution and reduce their speed when encountering sleet, as it can cause roads to become slippery.

This sentence gives the meaning of the word using commas.
Sleet = a mixture of half rain and half snow

> The city's air quality worsened due to an **atmospheric inversion**—a phenomenon in which the air temperature rises with height instead of falling as usual, trapping pollutants near the ground.

This sentence gives the meaning of the word using dashes.
Atmospheric inversion = where the air temperature rises with height instead of falling

Module 2: IELTS Reading: Activity - Punctuation Clues

Let's practise using this strategy! Complete ACTIVITY 6.

Use punctuation clues to guess the meanings of the unfamiliar words.

1. The algorithm—a set of step-by-step instructions for solving a problem or completing a task—streamlined the data analysis process. As a result, businesses made more informed decisions.

An algorithm is _____

2. The manuscript was discovered in an ancient monastery, a place where monks or nuns lived, prayed, and worked. It is believed to be one of the oldest surviving texts of its kind. Its pages have detailed illustrations that show the daily life and customs of civilizations long gone.

A monastery is _____

3. The symphony (a complex musical composition performed by an orchestra), captivated the audience with its layers of melody and rhythm. As the orchestra played, the audience was transported on a musical journey, experiencing a range of emotions from joy to sorrow.

A symphony is _____

4. The archaeologist unearthed a fossil - the remains or traces of ancient organisms preserved in rock - that provided new insights into prehistoric life.

A fossil is _____

5. The astronomer observed a comet (a celestial object consisting of a nucleus of ice and dust), as it passed close to Earth. Its bright tail made it visible to the naked eye.

A comet is _____

Module 2: IELTS Reading: Definition Clues



Definition Clues

When a word's meaning is explained in a sentence, it's often connected to the word with a linking word like:

- is / are
- was / were
- means (which means / are)
- involves
- is called
- that is
- refers to
- i.e. (which means "that is")
- resembles

Let's look at some examples. The bold word in each sentence is the unfamiliar word.

Photosynthesis refers to the process by which plants make food using sunlight. This process is essential for plant survival and the balance of ecosystems.

This sentence gives the meaning of the unfamiliar word using the clue "refers."
Photosynthesis = plants making food using sunlight

Onomatopoeic words are words that imitate the sound they represent, like "buzz" or "boom." They are often used in stories and poems to make pictures in your mind and sounds you can almost hear.

This sentence gives the meaning of the unfamiliar word using the clue "**are**."
Onomatopoeic words = words that imitate the sound they represent

Astronomy involves the study of objects such as stars, planets, and galaxies. Astronomers use advanced telescopes and instruments to observe distant stars and galaxies, expanding our knowledge of the vastness of space.

This sentence gives the meaning of the unfamiliar word using the clue "involves."
Astronomy = study of objects such as stars, planets, and galaxies

Module 2: IELTS Reading: Activity - Definition Clues

Let's practise using this strategy. Complete ACTIVITY 7.

Use definition clues to guess the meanings of the unfamiliar words.

1. Many new businesses go bankrupt, which means they cannot pay their debts and have to close down permanently. When a company goes bankrupt, its assets may be sold to pay off creditors, and it may cease operations entirely.

Bankrupt means _____

2. It takes a special kind of person to give up job security, i.e., the safety of a weekly pay cheque, to go into business on their own. This decision requires courage, determination, and a willingness to take risks.

Job security means _____

3. Small enterprises are usually defined as businesses with fewer than 50 employees and less than $2 million in annual (yearly) revenues. An enterprise refers to a business or company engaged in commercial, industrial, or professional activities.

Small enterprises means _____
Enterprise means _____

4. Breaking even involves making enough money to cover all the expenses of running a business but not making any profit. In other words, it's when a business earns exactly as much as it spends, so there's no loss or gain.

Breaking even means _____

Module 2: IELTS Reading: Example Clues



Example Clues

Example clues provide instances of the unknown word. You need to identify the common characteristic among these instances to understand the meaning of the word. Examples are usually introduced by expressions like:

- such as
- for instance
- including
- for example
- like

Let's look at examples. The bold word in each sentence is the unfamiliar word.

Large **corporations** like Apple, Google, Microsoft, and Amazon are often less innovative than smaller ones.

This sentence provides four examples of large corporations using the word "like."
Think about the examples and identify their common characteristic.
They are all large companies.
Corporation = a type of company

A great part of Canada's economy is based on its **natural resources**, such as coal, oil, and wood. These resources play a significant role in driving various industries, from energy production to manufacturing. Additionally, Canada's abundance of natural resources contributes to its economic stability and global competitiveness.

This sentence provides examples of natural resources using the word "such as."
Think about the examples and identify their common characteristic.
They all occur naturally in the environment.
Natural resources = naturally in the environment and can be used for different purposes

Module 2: IELTS Reading: Activity - Example Clues

Let's practise using this strategy. Complete ACTIVITY 8.

Use example clues to guess the meanings of the unfamiliar words.

1. The bakery specializes in pastries, including croissants, éclairs, and tarts. They also offer danishes, turnovers, and macarons. Each item is freshly baked daily to ensure the best quality. Customers often visit the bakery for these delicious treats.

Pastries are _____

2. Various types of energy sources power homes and industries. For instance, solar panels capture energy from the sun, wind turbines convert wind into electricity, and geothermal systems use heat from the Earth.

Energy sources are _____

3. Many famous authors have written influential novels. For example, George Orwell's "1984," J.K. Rowling's "Harry Potter" series, and Jane Austen's "Pride and Prejudice" have all had a significant impact on literature and culture.

Influential means _____

4. Many animals use camouflage to blend into their surroundings, like the chameleon, the leaf-tailed gecko, and the snowshoe hare.

Camouflage means _____

Module 2: IELTS Reading: Samples

Let's look at two examples of how to guess this meaning of words.

Here is a sample text.

"**Egalitarian**" has been Identify as the unfamiliar word

For much of human history, people mainly gathered food by hunting, fishing, and picking wild plants. In this lifestyle, small nomadic groups could quickly provide for their families basic needs. They didn't need extra things because they weren't very useful. These societies were simple and divided mainly by age and gender. They were largely **egalitarian**; that is, everyone was treated the same. So, people enjoyed similar rights, social standing, and access to resources.

1 Read Around the Word

Identify that "**that is**" is a signal phrase. Read after this phrase to learn the meaning of egalitarianism, which is when everyone is treated the same.

For much of human history, people mainly gathered food by hunting, fishing, and picking wild plants. In this lifestyle, small nomadic groups could quickly provide for their families basic needs. They didn't need extra things because they weren't very useful. These societies were simple and divided mainly by age and gender. They were largely **egalitarian**; **that is**, everyone was treated the same. So, people enjoyed similar rights, social standing, and access to resoures.

Module 2: IELTS Reading: Samples

Here is another sample text.

"**Drained**" has been Identify as the unfamiliar word

The emergency engineers worked on the project for almost two days without a break. By the end of it, the team was completely **drained**, so after that, everyone went home and slept for most of the day.

1 Read Around the Word

The topic is about working two days without a break and then sleeping for a long time.

The emergency **engineers worked** on the project for almost **two days without a break**. By the end of it, the team was completely **drained**, so after that, everyone went home and **slept for most of the day**.

2 Read the Sentence Again for Clues, Then Make a Guess

If you worked for two days without a break, you'd feel tired. So, you can guess that "drained" means very tired or low energy.

The emergency **engineers worked** on the project for almost **two days without a break**. By the end of it, the team was completely **drained**, so after that, everyone went home and **slept for most of the day**.

Module 2: IELTS Reading: Activity - Guess the Meanings

Now that you know how to guess the meaning from the context, you're ready to complete ACTIVITY 9.

Read the question.
Write your answer.

1. Write the steps you use to guess the meaning from context.

Step 1 _____

Step 2 _____

Read the text. Try to identify the meaning of the words in bold.
Read the question.
Choose the BEST answer.

Chronobiology might sound a bit **futuristic** – like something from a science fiction novel, perhaps – but it's actually a field of study that concerns one of the oldest processes life on this planet has ever known: short-term rhythms of time and their effect on plants and animals.

1. What does "futuristic" mean?

A) Advanced technology
B) Science fiction
C) Scientific

This can happen in different ways. For example, marine life is affected by the tides. Animals are usually active when the sun or moon is up. Many creatures, including humans, are mostly active during the day. **Nocturnal** animals like bats and possums prefer to search for food at night.

2. What does "nocturnal" mean?

A) Animals that are active at night
B) Animals that are active during the day
C) Animals that live in water

Module 2: IELTS Reading: Activity - Guess the Meanings

When it comes to humans, chronobiologists are interested in what is known as the **circadian rhythm**. This is the complete cycle our bodies are naturally geared to undergo over the day. Aside from sleeping at night and waking during the day, each cycle involves many other factors, such as changes in blood pressure and body temperature. Not everyone has an identical circadian rhythm. 'Night people,' for example, often describe how they find it very hard to operate during the morning but become alert and focused by evening.

3. What does "circadian rhythm" mean?

A) A type of blood pressure
B) People who can't work in the morning
C) Natural cycle our bodies follow over a 24-hour period

Once you're awake and ready to start your day, what should you do next? If you want to lose weight, dieticians strongly advise against skipping breakfast. This **disorients** your body's internal clock and makes it think it's starving.

4. What does "disorient" mean?

A) Confuse something
B) Being awake
C) Missing something

This course provides an overview of the fundamental concepts in psychology. Students will explore human behaviour, learning, memory, emotions, and mental health. The course includes **lectures**, which are sessions where the instructor presents information about different topics.

5. What are "lectures"?

A) Teachers grading students work
B) Teachers presenting information to students
C) Students presenting to teachers

Module 3: IELTS Writing: Overview

What is the purpose of IELTS Writing?

The writing test assesses if you can write clearly and accurately in English. It tests how well you can organize your ideas and use correct grammar and vocabulary.

What are the writing tasks?



Remember, there are two writing tasks:

- Task 1
- Task 2

In Task 1, you'll write a **letter** based on a **scenario**.

What is a scenario?

A **scenario** is a situation that helps you imagine what might happen in a particular setting or context.

The writing task scenario is an everyday situation.

For example:

You saw a post on a social media page asking for volunteers to help run a charity event. You write a letter to the organizer about being a volunteer.

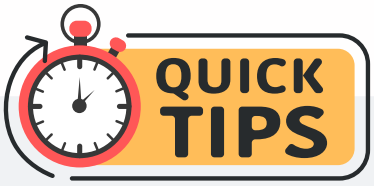




You are going to another country to study. You would like to do a part-time job while you are studying. You write a letter to a friend there asking for some help.

*This curriculum focuses the Task 1 Writing Test.

Module 3: IELTS Writing: Overview



1 Plan Before You Write

- Spend time planning your answer.

2 Stay on Topic

- Answer the question directly and stick to the topic throughout your writing.

3 Timing

- Spend about 20 minutes on Task 1.

4 Follow the Word Limit

- Write at least 150 words for Task 1.

Module 3: IELTS Writing: Formal vs. Informal Letters

Let's learn more about Task 1.

There are **two categories** of letters.

Formal Letter

A letter to someone you don't know (have never met) or someone you know but are not close friends with.

Here are examples of people you don't know well or may not know:

- Customer service representatives
- Government officials
- Event organizers
- Managers
- Neighbours
- School administrators
- Store managers
- Landlords
- Distant relative or family members



Informal Letter

A letter to someone you know well.

Here are examples of people you know well:

- A friend
- A family member



It's important to identify the type of letter you will write because each letter uses different words, phrases and tones.

Module 3: IELTS Writing: Formal vs. Informal Letters

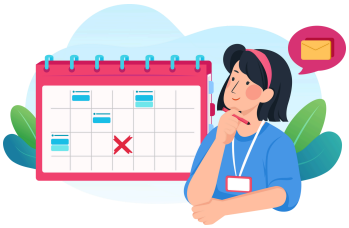
There are different reasons for writing each category of letter.

Here are some sample reasons to write a <u>formal letter.</u>

- Complaining about something (e.g., service/product)
- Providing an apology
- Expressing interest in something
- Informing someone of something
- Requesting something or information
- Making a suggestion (e.g. to colleague/company)

For example:

You were absent from an important event held by the company you work for. You write a letter to your manager.
(Providing an apology)



Here are some sample reasons to write an <u>informal letter.</u>

- Asking for advice
- Giving advice
- Asking for information
- Providing information
- Inviting to an event
- Thanking someone
- Making a suggestion

For example:



A close family member has agreed to look after your house and plants while you are on holiday. You write a letter about what to do.
(Providing information)

Module 3: IELTS Writing: Activity Formal vs. Informal Letters

Let's practise. Complete ACTIVITY 10.

Read the scenarios.
Decide if you'd write a formal letter or an informal letter.
Circle the BEST answer.

1. You live in a college room with another student, but there are many problems. This is making it very hard for you to study. You write a letter to the housing office.

Formal or Informal

2. Your neighbour has a dog, which causes you and your family to have many sleeping problems. You write a letter to your neighbour.

Formal or Informal

3. Your friend is thinking about learning to drive and would like some advice. Write a letter to your friend.

Formal or Informal

4. You travel by bus every weekday morning. Recently you have been unhappy with the service. You write to the bus company

Formal or Informal

5. A classmate is visiting a city that you are familiar with. You write a letter to this classmate.

Formal or Informal

Module 3: IELTS Writing: Sample Question 1

Each question gives you background information and outlines:

WHY? you are writing *WHO?* you are writing to *WHAT?* information or action is needed

This is a sample question. Let's look at the different parts.

Scenario	On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost.
Instructions	Write a letter to the manager of your insurance company about the situation. In the letter:
Bullet points	• describe the item you lost • explain how you lost it. • tell the insurance company what you would like them to do



"**Valuable**" means something meaningful or worth a lot of money.

- The **scenario** describes **why** you are writing the letter. It also gives clues about the **type** of letter to write.
- The **instructions** describe you **who** you are writing to.
- The **bullet points** describe **what** you will write about.



What type of letter are you going to write?

_____



Module 3: IELTS Writing: Considerations

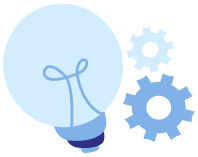
On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost.

Write a letter to the **manager of your insurance company** about the situation. In the letter:

- describe the item you lost
- explain how you lost it.
- tell the insurance company what you would like them to do

This is a formal letter. You're writing to the "manager of your insurance company." This is someone you won't know.

What should you think about when writing a formal letter?



- After you know what type of letter you're going to write, you need to think about the tone of the letter and the words you should use.
- If you write a formal letter on the IELTS writing task, you need to use a professional tone.
- This includes using **complete forms** of words or phrases and not **contractions** (a shortened form of a word or group of words).

What is a "complete form" of a word?

Complete forms are the full, unshortened versions of words or phrases.

For example:

- Do not (the complete form of "don't")
- I am (the complete form of "I'm")
- Is not (the complete form of "isn't")
- They will have (the complete form of "They'll have")
- I would have (the complete form of "I'd have")

Module 3: IELTS Writing: Activity - Full Forms

Let's practise. Complete ACTIVITY 11.

Below are sentences written with contractions.
Rewrite each sentence using the complete forms.

1. I'd appreciate it if you'd send the report by Friday.

_____

2. I'm excited about the opportunity you've mentioned. I'd like to discuss it further if you're available for a meeting next week.

_____

3. I'm writing to inform you that I can't attend the meeting on Friday. I'd appreciate it if you'd reschedule it for another day.

_____

4. I'm interested in learning more about the program you're offering.

_____

5. I'm dissatisfied with the service we've received.

_____

6. I'm very sorry that I didn't make to the meeting.

_____

7. I'd appreciate it if you'd send me the details you've mentioned in your previous email.

_____

Module 3: IELTS Writing: Letter Structure

After identifying what words and phrases you should use, you need to know how to structure them.

What does structure mean?

Structure is how something is organized or arranged.

What is a structure of a letter?

Part of the Letter	Task
Greeting	Opens the letter and includes who you are writing to
Introduction	Describes why you are writing
Body Paragraph 1	Describes the situation or problem with facts and information
Body Paragraph 2	Describes the situation or problem with facts and information
Body Paragraph 3	States the action you want to happen and suggests future contact or invites the reader to contact you for more information
Sign off	Close the letter

Formal and informal letters follow the same structure, but each part is written differently.

Module 3: IELTS Writing: Formal Letter - Greeting / Introduction

Remember, the sample question you read earlier requires a formal letter.
Let's learn how to write each part of a formal letter first!

Greeting

Here are some ways to open a formal letter.

- Dear Sir/Madam or To whom it may concern (when you **don't know** who you are writing to)
- Dear Mr./Ms. [Last Name] (when you **do** know the name of the person you are writing to)

Introduction

The introduction describes why you are writing the letter.

You've learned these are some common reasons to write formal letters.

- Complaining about something (e.g., service/product)
- Providing an apology
- Expressing interest in something
- Informing someone of something
- Requesting something or information
- Making a suggestion (e.g. to colleague/company)

Read part of the question again.

> On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost. Write a letter to the manager of your insurance company about the situation.

Why are you writing this letter?

_____



Module 3: IELTS Writing: Formal Letter - Greeting / Introduction

On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost. Write a letter to the manager of your insurance company about the situation.

You're writing this letter to inform someone of something. You want to tell the manager of your insurance company about the situation.

Now, you're ready to write your introduction. The introduction includes a purpose statement.

What is a purpose statement?

A **purpose statement** describes the overall reason for the letter.

The purpose statement has 2 parts.

1. **Opening phrase (starts the statement)**
2. **Details**

Here are some opening phrases for formal letters:

I am writing this letter with regard to…
I am writing to bring to your attention…
I am writing to inform you that / about…
I am writing to express my dissatisfaction with / about…
I am writing to express my interest in…
I am writing to apologize for…
I am writing to request…
I am wondering if you could provide me with information about…



"**Dissatisfaction**" means being unhappy or not satisfied with something.

The opening phrase must match the overall reason you are writing the letter.



Module 3: IELTS Writing: Activity Formal Letter Purpose Statements

Let's practise. Complete ACTIVITY 12.

Read the opening phrases and reason for the letter.
Choose an appropriate opening phrase and write it in the space.

I am writing this letter with regard to…
I am writing to bring to your attention…
I am writing to inform you that / about…
I am writing to express my dissatisfaction with / about…
I am writing to express my interest in…
I am writing to apologize for…
I am writing to request…
I am wondering if you could provide me with information about…

1. Even though you had a reservation to a restaurant, you had to wait for 30 minutes to be seated. (Complaining about something)

_____

2. You promised to send a project report to your boss by Friday. You missed the deadline because you were sick. (Apologizing for something)

_____

3. You saw a job posting for a position you are qualified for and excited about. (Expressing interest in a job or volunteering)

_____

4. You need to undergo surgery and will need a two-week recovery period. (Requesting leave from work)

_____



Module 3: IELTS Writing: Activity Formal Letter Purpose Statements

I am writing this letter with regard to…
I am writing to bring to your attention…
I am writing to inform you that / about…
I am writing to express my dissatisfaction with / about…

I am writing to express my interest in…
I am writing to apologize for…
I am writing to request…
I am wondering if you could provide me with information about…

5. Your neighborhood doesn't have any recreational areas for families and children. You think building a playground would be a great idea. (Making a suggestion)

_____

6. You heard about an upcoming community event but do not have the details. (Requesting information)

_____

7. You have recently moved to a new address and need to tell your bank to update their records. (Informing someone of something)

_____

Module 3: IELTS Writing: Formal Letter - Greeting / Introduction

Remember, the purpose statement has 2 parts:

1. Opening phrase (starts the statement)

2. Details

Now, you finish with the details. You can use the wording in the scenario to help you.

> On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost. Write a letter to the manager of your insurance company about the situation.

The details are:

- on a recent holiday you lost an item, but you have travel insurance to cover the cost

Now, let's put it all together. Read a sample greeting and introduction.

Here's a sample answer.

Dear Sir/Madam,

I am writing to inform you that on a recent holiday, I lost an item, but I have travel insurance to cover the cost.

Note: opening phrase / details

Module 3: IELTS Writing: Formal Letter - Greeting / Introduction

Here are 2 more sample scenarios. Read the example greetings and introductions.

You recently purchased a piece of kitchen equipment that doesn't work anymore. You phoned the shop, but no action was taken. Write to a customer service representative.

The reason for the letter:

- complaining about something

The details are:

- recently bought a piece of equipment for the kitchen but it doesn't work

To whom it may concern,

I am writing to express my dissatisfaction with a recently purchased kitchen equipment that does not work anymore.

Note: opening phrase / details



Module 3: IELTS Writing: Formal Letter - Greeting / Introduction

You and your coworkers are going on a business trip soon. You need to make changes to the upcoming booking at the hotel. Write a letter to the hotel booking desk representative.

The reason for the letter:

- requesting something

The details:

- made a reservation for you and colleagues, but you need to make changes to the booking

To whom it may concern,

I am writing to request changes to my upcoming booking at your hotel.

Note: opening phrase / details

Module 3: IELTS Writing: Activity - Formal Letter Greeting/Intro

Let's practise. Complete ACTIVITY 13.

Read the scenarios.
Think about why you are writing the letter and the wording in the scenario.
Write the greeting and introduction.
Remember to use complete forms of words and phrases.

1. You have recently moved to a new neighbourhood and would like to volunteer with a local museum. Write a letter to the museum director to express interest in volunteering.

2. You recently had an interview and want information about the results. Write a letter to the manager of the company's HR department.

3. Your next-door neighbour often listens to loud music late at night, and you usually need help sleeping. Write a letter to your landlord.

4. For the past seven days, you were late for work due to some issues at home. Write a letter to your manager explaining why you were late for work for several days.

Module 3: IELTS Writing: Formal Letter - Body Paragraph 1

Body Paragraph 1

The purpose is to explain the situation or problem and provide relevant details.

Steps for Writing this Part

- Read the first bullet point and write about this information.
- Think about the missing information.
- Use your imagination to create these details yourself. **This is an important step because sometimes the scenario doesn't provide all the details.**
- Write 2-4 sentences.

Let's look at the first bullet point in the the sample question.

On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company about the situation. In the letter:

- describe the item you lost
- explain how you lost it.
- tell the insurance company what you would like them to do.

What information is missing about the item you lost?

Module 3: IELTS Writing: Formal Letter - Body Paragraph 1

Here's some information about the lost item that's missing.

Did you have some of the same ideas?

- **Type of item**
- **Location**
- **Colour**
- **Brand**
- **Size**
- **Price**
- **Other important details**

Now, you use your imagination to create these details. Let's imagine these are details of the lost item.

- laptop
- Vietnam airport
- black
- HP
- 15"
- $750.00
- bought last month



Module 3: IELTS Writing: Formal Letter - Body Paragraph 1

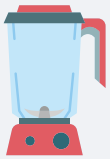
Here are previous samples. Read the first bullet point and examples of the missing information and details.

You recently purchased a piece of kitchen equipment that doesn't work anymore. You phoned the shop, but no action was taken. Write to a customer service representative. In the letter:

- describe the problem with the equipment

- **Piece of equipment**
- **Brand**
- **Purchase location**
- **Purchase date**
- **Order number**
- **Specific problem**

- Blender
- Murphy Richards Express
- The Kitchen Outlet
- May 22
- 23650247
- doesn't turn on



Module 3: IELTS Writing: Formal Letter - Body Paragraph 1

You and your coworkers are going on a business trip soon. You need to make changes to the upcoming booking at the hotel. Write a letter to the hotel booking desk representative. In the letter:

- give details of your booking

- **Dates of booking**
- **Number of rooms**
- **Reservation name**

- March 25-29
- 4
- Margo Hill



Module 3: IELTS Writing: Formal Letter - Body Paragraph 1

Now, let's put it all together. Look at our sample question and answer.

On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company about the situation. In your letter:

- describe the item you lost

- **Type of item**
- **Location**
- **Colour**
- **Brand**
- **Size**
- **Price**
- **Other important details**

- laptop
- Vietnam airport
- black
- HP
- 15"
- $750.00
- bought last month



Dear Sir/Madam,

I am writing to inform you that on a recent holiday I lost an item, but I have travel insurance to cover the cost.

Here's a sample answer.

The item is a black 15" HP laptop. It was lost in the Vietnam airport. I bought it last month for $789.56.

Module 3: IELTS Writing: Formal Letter - Body Paragraph 1

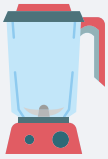
Here are previous scenarios and sample answers.

You recently purchased a piece of kitchen equipment that doesn't work anymore. You phoned the shop, but no action was taken. Write to a customer service representative. In the letter:

- describe the problem with the equipment

• **Piece of equipment**	• **Purchase date**
• **Brand**	• **Order number**
• **Purchase location**	• **Specific problem**

• Blender	• May 22
• Murphy Richards Express	• 23650247
• The Kitchen Outlet	• doesn't turn on



To whom it may concern,

I am writing to express my dissatisfaction with a recently purchased kitchen equipment that does not work anymore.

It is a Murphy Richards Express blender. I purchased it from The Kitchen Outlet on May 22. The order number is 23650247. The problem is it does not turn on.

Module 3: IELTS Writing: Formal Letter - Body Paragraph 1

You and your coworkers are going on a business trip soon. You need to make changes to the upcoming booking at the hotel. Write a letter to the hotel booking desk representative. In the letter:

- give details of your booking

- **Dates of booking**
- **Number of rooms**
- **Reservation name**

- August 6-11
- 4
- Margo Hill



To whom it may concern,

I am writing to request changes to my upcoming booking at your hotel.

The booking dates are August 6-11 for 3 rooms. The reservation is under the name Margo Hill.

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 1

Let's practise. Complete ACTIVITY 14.

Using the questions in ACTIVITY 13, re-read the scenario.
Read the first bullet point.
Decide what information is missing and use your imagination to write the details in the box.
Continue your letter by writing body paragraph 1.
Remember to use complete forms of words and phrases.

1. You have recently moved to a new neighbourhood and would like to volunteer with a local museum.

Write a letter to the museum director to express interest about volunteering.
In the letter:

- introduce yourself and explain why you want to do voluntary work

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 1

2. You recently had an interview and want to request information about the results. Write a letter to the manager of the HR department of a company. In the letter:

- describe the position you applied for

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 1

3. Your next-door neighbour often listens to loud music late at night and you often have problems sleeping.

Write a letter to your landlord. In the letter:

- describe the situation

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 1

4. For the past seven days, you were late for work due to some issues at home.

Write a letter to your manager explaining why you were late for work for several days. In the letter:

- explain why you were late for the last seven days



Module 3: IELTS Writing: Formal Letter - Body Paragraph 2

So far, you've learned how to write the

- greeting and introduction
- body paragraph 1

Now let's learn about body paragraph 2.

Body Paragraph 2

The purpose is to explain the situation or problem and provide relevant details.

Steps for Writing this Part

- Follow similar steps as you did for body paragraph 1.
- Read the second bullet point and write about the information.
- Think about the missing information. Use your imagination to create these details yourself.
- Try to write 2-4 sentences.

Let's look at the second bullet point in the the sample question.

On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company. In the letter:

- describe the item you lost
- explain how you lost it
- tell the insurance company what you would like them to do.

What information is missing about how you lost the item?

Module 3: IELTS Writing: Formal Letter - Body Paragraph 2

Here's some information about how you lost the item that's missing.

Did you have some of the same ideas?

- **When item was lost**
- **Specific location**
- **Why it was lost**
- **When noticed it was missing**
- **Steps to find the item**
- **Other important details**

Now, you use your imagination to create these details. So, let's imagine these are details of how you lost the item.

- on the way home
- airport lounge
- used charging stations, left laptop charging, went to flight
- on the plane
- talked to flight attendants
- couldn't get off the plane



Module 3: IELTS Writing: Formal Letter - Body Paragraph 2

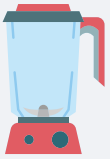
Here are previous samples. Read the second bullet point and examples of the missing information and details.

You recently purchased a piece of kitchen equipment that doesn't work anymore. You phoned the shop, but no action was taken. Write to a customer service representative. In the letter:

- describe the problem with the equipment
- explain what happened when you phoned the shop

- **Who you talked to**
- **Response given**
- **Solution given**
- **Problem now**

- Customer Service Representative, Judy
- defective product
- offered to send a new one
- 5 days and it hasn't arrived



Module 3: IELTS Writing: Formal Letter - Body Paragraph 2

You and your coworkers are going on a business trip soon. You need to make changes to the upcoming booking at the hotel. Write a letter to the hotel booking desk representative. In the letter:

- give details of your booking
- explain what changes you need to make and why

- **Changes**
- **Reasons for the change**

- dates are changing, number of rooms are changing
- meeting was postponed, families are coming



Module 3: IELTS Writing: Formal Letter - Body Paragraph 2

Now, let's put it all together. Look at our sample question and answer.

Write a letter to the manager of your insurance company about the situation. In your letter:

- describe the item you lost
- **explain how you lost it**

- **When item was lost**
- **Specific location**
- **Why it was lost**
- **When noticed it was missing**
- **Steps to find the item**
- **Other important details**

- on the way home
- airport lounge
- used charging stations, left laptop charging, went to flight
- on the plane
- talked to flight attendants
- couldn't get off the plane



Dear Sir/Madam,

I am writing to inform you that on a recent holiday I lost an item, but I have travel insurance to cover the cost.

The item is a black 15" HP laptop. It was lost in the Vietnam airport. I bought it last month for $789.56.

Here's a sample answer.

I lost it on my way home, in the airport lounge. I was using the charging station and left the laptop charging when I went to my flight. I noticed it was missing when I got on the plane. I told the flight attendants, but they said I could not get off the plane.

Module 3: IELTS Writing: Formal Letter - Body Paragraph 2

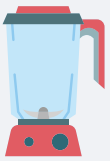
Here are previous scenarios and sample answers.

You recently purchased a piece of kitchen equipment that doesn't work anymore. You phoned the shop, but no action was taken. Write to a customer service representative. In the letter:

- describe the problem with the equipment
- explain what happened when you phoned the shop

- **Who you talked to**
- **Response given**
- **Solution given**
- **Problem now**

- Customer Service Representative, Judy
- defective product
- offered to send a new one
- 5 days and it hasn't arrived



To whom it may concern,

I am writing to express my dissatisfaction with a recently purchased kitchen equipment that does not work anymore.

It is a Murphy Richards Express blender. I purchased it from The Kitchen Outlet on May 22. The order number is 23650247. The problem is it does not turn on.

I talked to Judy in customer service and explained the problem. She said the reason the product is not working is that it is defective. She offered to send a new one right way. It has been five days and it has not arrived.

Module 3: IELTS Writing: Formal Letter - Body Paragraph 2

You and your coworkers are going on a business trip soon. You need to make changes to the upcoming booking at the hotel. Write a letter to the hotel booking desk representative. In the letter:

- give details of your booking
- explain what changes you need to make and why

- **Changes**
- **Reasons for the change**

- dates are changing, number of rooms are changing
- meeting was postponed, families are coming



To whom it may concern,

I am writing to request changes to my upcoming booking at your hotel.

The booking dates are August 6-11 for 3 rooms. The reservation is under the name Margo Hill.

The meeting was postponed, so I would like to change the dates to August 23-28. Also, I need to add 2 more rooms because more people are coming.

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 2

Let's practise. Complete ACTIVITY 15.

Using questions from ACTIVITY 14, re-read the scenario and second bullet point.
Decide what information is missing and use your imagination to write the details in the box.
Continue your letter by writing body paragraph 2.
Remember to use complete forms of words and phrases.

1. You have recently moved to a new neighbourhood and would like to volunteer with a local museum.

Write a letter to the museum director to express interest about volunteering.
In the letter:

- introduce yourself and explain why you want to do voluntary work
- describe some skills you have that would be useful

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 2

2. You recently had an interview and want information about the results. Write a letter to the manager of the company's HR department. In the letter:

- describe the position you applied for
- explain why you think the interview went well

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 2

3. Your next-door neighbour often listens to loud music late at night, and you usually need help sleeping.

Write a letter to your landlord. In the letter:

- describe the situation
- explain the problems it is causing you

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 2

4. For the past seven days, you were late for work due to some issues at home.

Write a letter to your manager explaining why you were late for work for several days. In the letter:

- explain why you were late for the last seven days
- apologize for being late

Module 3: IELTS Writing: Formal Letter - Body Paragraph 3

So far, you've learned how to write the:

- greeting and introduction
- body paragraph 1 & 2

Now let's learn about body paragraph 3.

Body Paragraph 3

The purpose of body paragraph 3 is to say what you'd like the reader to do next.

Steps for Writing this Part

- Read the third bullet point.
- The third bullet point often doesn't have any missing information. But, you will have to use your imagination to state what you want the reader to do next.
- Try to write 2-4 sentences.

Let's look at the third bullet point in the the sample question.

On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company about the situation. In the letter:

- describe the item you lost
- explain how you lost it
- tell the insurance company what you would like them to do

Using your imagination, what could you want the insurance company to do?

Module 3: IELTS Writing: Formal Letter - Body Paragraph 3

Here are some examples of what you want the insurance company to do.

Did you have some of the same ideas?

- Send information about what to do next
- Start a claim to replace the item

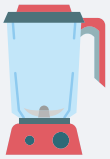


Here are previous samples. Read the third bullet point and examples of what you want to happen.

You recently purchased a piece of kitchen equipment that doesn't work anymore. You phoned the shop, but no action was taken. Write to a customer service representative. In the letter:

- describe the problem with the equipment
- explain what happened when you phoned the shop
- say what you would like the customer service representative to do

- Help with getting a refund or a new blender



Module 3: IELTS Writing: Formal Letter - Body Paragraph 3

You and your coworkers are going on a business trip soon. You need to make changes to the upcoming booking at the hotel. Write a letter to the hotel booking desk representative. In the letter:

- give details of your booking
- explain what changes you need to make and why
- ask the manager to make some special arrangements for your business meetings

- Help booking a presentation room on the first day
- Help arranging snacks and drinks in the presentation room



Module 3: IELTS Writing: Formal Letter - Body Paragraph 3

Now that you know what you want to happen, you can write body paragraph 3 using:

1. Action statements
2. A closing statement

What's an action statement?

An **action statement** clearly states what you'd like the reader to do next.

For example:

- confirming changes
- providing additional information
- taking specific actions

Here are some ways to start an action statement:

- I would like to…
- Please let me know…
- I would appreciate…
- Please confirm / send details about…

You can write about each detail using an action statement. For example:

I would like to… Please confirm…

Module 3: IELTS Writing: Formal Letter - Body Paragraph 3

What's a closing statement?

A **closing statement** is a sentence or short paragraph that ends the communication.

In a formal letter, it can:

- suggest staying in contact
- invite the reader to contact you for more information

Here are some ways to suggest staying in contact:

- I look forward to your reply.
- I hope to hear from you soon.

Here are some ways to invite the reader to contact you for more information:

- Please, let me know if you need more details / information.

Module 3: IELTS Writing: Formal Letter - Body Paragraph 3

Now let's put it all together. Look at part of the sample question and answer.

....
• tell the insurance company what you would like them to do

- Send information about what to do next
- Start a claim to replace the item



Dear Sir/Madam,

I am writing to inform you that on a recent holiday I lost an item, but I have travel insurance to cover the cost.

The item is a black 15" HP laptop. It was lost in the Vietnam airport. I bought it last month for $789.56.

I lost it on my way home, in the airport lounge. I was using the charging station and left the laptop charging when I went to my flight. I noticed it was missing when I got on the plane. I told the flight attendants, but they said I could not get off the plane.

Here's a sample answer.

I would like to start a claim to replace the item. Please send information about what to do next.

I look forward to hearing from you.

Note: states what you want to happen next / suggests future contact

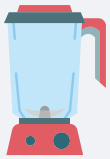
Module 3: IELTS Writing: Formal Letter - Body Paragraph 3

Here are previous scenarios and sample answers.

You recently purchased a piece of kitchen equipment that doesn't work anymore. You phoned the shop, but no action was taken. Write to a customer service representative. In the letter:

- describe the problem with the equipment
- explain what happened when you phoned the shop
- say what you would like the customer service representative to do

- Help with getting a refund or a new blender



To whom it may concern,

I am writing to express my dissatisfaction with a recently purchased kitchen equipment that does not work anymore.

It is a Murphy Richards Express blender. I purchased it from The Kitchen Outlet on May 22. The order number is 23650247. The problem is it does not turn on.

I talked to Judy in customer service and explained the problem. She said the reason the product is not working is that it is defective. She offered to send a new one right way. It has been five days and it has not arrived.

I would appreciate your help getting a refund or a new blender.
Please, let me know if you need more details.

Module 3: IELTS Writing: Formal Letter - Body Paragraph 3

You and your coworkers are going on a business trip soon. You need to make changes to the upcoming booking at the hotel. Write a letter to the hotel booking desk representative. In the letter:

- give details of your booking
- explain what changes you need to make and why
- ask the manager to make some special arrangements for your business meetings

- Help booking a presentation room on the first day
- Help arranging snacks and drinks in the presentation room



To whom it may concern,

I am writing to request changes to my upcoming booking at your hotel.

The booking dates are August 6-11 for 3 rooms. The reservation is under the name Margo Hill.

The meeting was postponed, so I would like to change the dates to August 23-28. Also, I need to add 2 more rooms because more people are coming.

I would like to book a presentation room on the first day. I would appreciate your help arranging snack and drinks for the presentation room.

I hope to hear from you soon.

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 3

Let's practise. Complete ACTIVITY 16.

Using questions from ACTIVITY 15, re-read the scenario and third bullet point.
Use your imagination to write the details in the box.
Continue your letter by writing body paragraph 3.
Remember to use complete forms of words and phrases.

1. You have recently moved to a new neighbourhood and would like to volunteer with a local museum.

Write a letter to the museum director to express interest about volunteering.
In the letter:

- introduce yourself and explain why you want to do voluntary work
- describe some skills you have that would be useful
- give details of when you would be available for work

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 3

2. You recently had an interview and want information about the results.

Write a letter to the manager of the HR department of a company. In the letter:

- describe the position you applied for
- explain why you think the interview went well
- explain why you need the result of the interview

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 3

3. Your next-door neighbour often listens to loud music late at night, and you usually need help sleeping.

Write a letter to your landlord. In the letter:

- describe the situation
- explain the problems it is causing you
- suggest a solution to the problem

Module 3: IELTS Writing: Activity - Formal Letter Body Paragraph 3

4. For the past seven days, you were late for work due to some issues at home.

Write a letter to your manager explaining why you were late for work for several days. In the letter:

- explain why you were late for the last seven days
- apologize for being late
- assure your manager that you will be on time from now on

Module 3: IELTS Writing: Formal Letter - Sign Off

Now let's learn about the sign off.

Sign Off

The sign-off politely ends your communication. It keeps a respectful tone and leaves a good impression.

Steps for Writing this Part

- Use a formal closing
- Include your **first** and **last** name

Here are ways to sign off a formal letter.

- Sincerely
- Regards
- Yours truly

Module 3: IELTS Writing: Formal Letter Sample

Here's the sample question again and complete answer with the sign off.

On a recent holiday, you lost a valuable item, but you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company about the situation. In the letter:

- describe the item you lost
- explain how you lost it
- tell the insurance company what you would like them to do

Dear Sir/Madam,

I am writing to inform you that on a recent holiday I lost an item, but I have travel insurance to cover the cost.

The item is a black 15" HP laptop. It was lost in the Vietnam airport. I bought it last month for $789.56.

I lost it on my way home, in the airport lounge. I was using the charging station and left the laptop charging when I went to my flight. I noticed it was missing when I got on the plane. I told the flight attendants, but they said I could not get off the plane.

I would like to start a claim to replace the item. Please send information about what to do next.
I look forward to hearing from you.

Sincerely,
Mia Locklear

Module 3: IELTS Writing: Activity - Formal Letter

Let's practise writing formal letters. Complete ACTIVITY 17.

Read the question.
Use the space to identify any missing information and imagine the details.

1. You and your friends ate at a restaurant to celebrate a special occasion and were extremely dissatisfied with the experience.

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

- explain the reason for the celebration
- give details of your visit to the restaurant
- say what you would like the restaurant to do

Module 3: IELTS Writing: Activity - Formal Letter

Using the details, write your letter.
Remember to:

- **think about why you are writing and choose an appropriate opening phrase**
- **use complete forms of words and phrases**

Module 3: IELTS Writing: Activity - Formal Letter

Read the question.
Use the space to identify any missing information and imagine the details.

2. An old car was left on the street near your home several weeks ago, and it is now causing a problem for residents.

Write a letter to the council. In your letter:

- describe the car
- explain the problems it is causing
- tell the council what you want them to do about it

Module 3: IELTS Writing: Activity - Formal Letter

Using the details, write your letter.
Remember to:

- **think about why you are writing and choose an appropriate opening phrase**
- **use complete forms of words and phrases**

Module 3: IELTS Writing: Informal Letter Overview

Now, let's learn more about informal letters.

Remember, you may have to write a formal or informal letter for Writing Task 1. Both types of letters follow the **same** structure.

There are 6 parts in a letter. Do you remember all of them? Write your answer in the space.



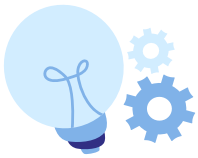
Remember, you write formal and informal letters to different people.

You write informal letters to people you know for different reasons. Can you remember some of these reasons? Write your answer in the space.



Module 3: IELTS Writing: Informal Letter Overview

What should you think about when writing an informal letter?



- Unlike formal letters, informal letters should be friendly, warm, and conversational, similar to the tone of a conversation with friends or family.
- Don't use abbreviations and acronyms, for example, 'LOL' or 'IDK.'
- Use **contractions** (a shortened form of a word or group of words) instead of complete forms of words and phrases.
- Use casual language and phrasal verbs.

What is a phrasal verb?

A **phrasal verb** combines a verb and a particle (another word) that form a single meaning different from the individual parts.

People use phrasal verbs because they make writing sound more natural. Using phrasal verbs in informal letters for this task shows that you can add variety to your writing.

Let's look at an example. The bold word is the phrasal verb.

I need to **look up** the definition of this word.

- In this sentence, "look up" consists of the verb "look" and the particle "up," which together form a single unit with a specific meaning.
- In this sentence, "look up" means to search for information and not physically raise your head.



✓



✗



Do you know any other phrasal verbs and their meanings? Write your answer in the space.

Module 3: IELTS Writing: Phrasal Verbs

Learning Phrasal Verbs

Phrasal verbs can be hard to learn because they mean different things in different situations. Don't worry if you find them tough at first. The more you practise and hear them, the easier they will be to understand and use.

Here are the strategies you can use to learn phrasal verbs.



- Pay attention to how phrasal verbs are used in sentences or conversations
- Use phrasal verbs in sentences or create your own examples
- Review phrasal verbs you've learned regularly

Here is a list of common phrasal verbs and their meanings.

Keep this list handy! You'll use it in some upcoming activities.

Phrasal Verb	Meaning & Example
Invite over	**To ask someone to come to your home** "I wanted to invite you over for dinner."
Check out	**To look at or examine something** "You should check out this restaurant I just tried." **To investigate or research something** "You should check out these options before making a decision." **To leave a place, especially a hotel or a store after paying** "We checked out of the hotel this morning."
Come along	**To invite someone to join you** "Would you like to come along to the concert with me?"



Module 2: IELTS Writing: Phrasal Verbs

Phrasal Verb	Meaning & Example
Look into	**To investigate or examine something** "You should look into upgrading your phone."
Stick with	**To advise staying with a decision or choice** "I think you should stick with your current job."
Drop by	**To invite someone to visit casually** "Feel free to drop by my place anytime."
Hang out	**To spend time socially with someone in a relaxed or casual way** "It was fun to hang out at the park on Friday."
Give a try	**To try something, often for the first time** "I want to give your recipe a try."
Point out	**To highlight or suggest something** “I just wanted to point out this new movie coming out."
Bring in	**To attract or cause people to come somewhere in large numbers** "The new restaurant brought in a lot of customers.”
Catch up	**To get up to date with something or someone** "We need to catch up on the latest news." **To meet and talk with someone after not seeing them for a while** “Let's catch up over coffee next week."
Meet up	**To see someone at a planned time and place** "We should meet up for coffee this weekend.”

Module 2: IELTS Writing: Phrasal Verbs

Phrasal Verb	Meaning & Example
Wrap up / Finish up	**To finish or conclude** "It should wrap up around 2 p.m."
Run into	**To unexpectedly encounter someone or something** "I ran into an old friend at the grocery store."
Set up	**To arrange or organize, such as an an event** "She helped set up the stage for the school play."
Get together	**To meet or assemble with other people** "Let's get together for coffee this weekend."
Find out	**To discover or get information about something** "I need to find out what time the train leaves."
Pass along	**To give something to someone else** “Could you please pass along the name of the course you’re taking?"
Reach out	**To make contact or communicate with someone** "I just wanted to reach out to discuss the project."
Figure out	**To find a solution or understand something** "I'm sure you'll figure out the best way to fix this."
Pick up	**To collect or take possession of something** "If you decide to buy it, you can pick up the TV tomorrow."
Clear out	**To sell or get rid of items** "I'm clearing out some old books to make space for new ones."

Module 2: IELTS Writing: Activity - Phrasal Verbs

Let's practise. Complete ACTIVITY 18.

Match each phrasal verb with its correct meaning.

Phrasal Verbs		Meanings
1. Invite over	_____	a. To advise staying with a decision or choice
2. Check out	_____	b. To invite someone to join you
3. Come along	_____	c. To look at or examine something
4. Look into	_____	d. To investigate or examine something
5. Stick with	_____	e. To ask someone to come to your home

Phrasal Verbs		Meanings
6. Drop by	_____	f. To try something, often for the first time
7. Hang out	_____	g. To invite someone to visit casually
8. Give it a try	_____	h. To highlight or suggest something
9. Point out	_____	i. To attract or cause people to come somewhere in large numbers
10. Bring in	_____	j. To spend time socially with someone in a relaxed or casual way

Module 2: IELTS Writing: Activity - Phrasal Verbs

Phrasal Verbs		Meanings
11. Catch up	_____	k. To arrange or organize, such as an an event
12. Meet up	_____	l. To finish or conclude
13. Wrap up	_____	m. To see someone at a planned time and place
14. Run into	_____	n. To meet and talk with someone after not seeing them for a while
15. Set up	_____	o. To meet or assemble with other people
16. Get together	_____	p. To unexpectedly encounter someone or something

Phrasal Verbs		Meanings
17. Find out	_____	q. To collect or take possession of something
18. Pass along	_____	r. To discover or get information about something
19. Reach out	_____	s. To make contact or communicate with someone
20. Figure out	_____	t. To give something to someone else
21. Pick up	_____	u. To sell or get rid of items
22. Clear out	_____	v. To find a solution or understand something

Module 3: IELTS Writing: Sample Question 1

Remember, each question gives you background information and outlines:

WHY? you are writing WHO? you are writing to WHAT? information or action is needed

Let's look at the parts of another sample question. This one requires an informal letter.

Scenario	You recently read a book that you think your friend would enjoy.
Instructions	Write a letter to your friend. In your letter:
Topics (bullet points)	• describe the book • say why you want them to read this book • say how they can get the book



Module 3: IELTS Writing: Informal Letter - Greeting / Introduction

Now, let's learn ways to write the first two parts of an informal letter.

Greeting

Here are some ways to open an informal letter.

Hey / Hi / Hello + Name

Note: you will need to create the reader's name.

Introduction

The introduction has 2 parts.

1. **Opening sentence(s)**
2. **Purpose statement**

What's an opening sentence?

An **opening sentence** is a friendly way to begin an informal letter.

Here are some examples of friendly opening sentences:

It's been a while since we last spoke / saw each other. I hope you're doing well!
It's been a while. How are you? How's your family?
It was nice to see you last ____.

Module 3: IELTS Writing: Informal Letter - Greeting / Introduction

The second part of the introduction is the purpose statement. Remember, you've already learned these are why you are writing the letter.

You've also learned these are some common reasons to write informal letters.

- Asking for advice
- Giving advice
- Asking for information
- Providing information
- Inviting to an event
- Thanking someone
- Making a suggestion

Read part of the sample question.

> You recently read a book that you think your friend would enjoy.
> Write a letter to your friend.



Why are you writing this letter? Write your answer in the space.



_____

Module 3: IELTS Writing: Informal Letter Purpose Statements

You're writing to this letter to make a suggestion. You want to tell your friend to read a book you think they would enjoy.

Now, you're ready to write the purpose statement. Just like formal letters, it has 2 parts.

1. **Opening phrase (starts the statement)**
2. **Details**

Here are some opening phrases for informal letters and examples.

I just wanted to +
- share some advice about....
- tell you...
- let you know...
- reach out because/to suggest...
- catch up and...
- get your advice about...
- know about...
- thank you for...
- invite you to...



Module 3: IELTS Writing: Activity Informal Letter Purpose Statements

Let's practise. Complete ACTIVITY 19.

Read the opening phrases and reason for the letter.
Choose an appropriate opening phrase and write it in the space.

I just wanted to +

- share some advice about....
- tell you...
- let you know...
- reach out because/to suggest...
- catch up and...
- get your advice about...
- know about...
- thank you for...
- invite you to...

1. You are thinking about changing careers and want advice from a friend who has experience in the field you are interested in. (Asking for advice)

_____

2. Your friend mentioned they are interested in starting a new hobby, but doesn't know where to begin. You want to share some tips to help them get started. (Giving advice)

_____

3. Your friend recently joined a new book club that sounds interesting. You want to know how to join. (Asking for information)

_____

Module 3: IELTS Writing: Activity Informal Letter Purp. Statements

I just wanted to +
- share some advice about....
- tell you...
- let you know...
- reach out because/to suggest...
- catch up and...
- get your advice about...
- know about...
- thank you for...
- invite you to...

4. You've just moved into a new apartment and want to tell your friend about how the move went. (Providing information)

_____

5. You're throwing a birthday party and want to invite your friend to celebrate with you. (Inviting to an event)

_____

6. A friend helped you with a school project. (Thanking someone)

_____

7. Your friend has been struggling with their study habits. You give them some new techniques or tools that helped you improve your own study routine, hoping it might help them too. (Giving a suggestion)

_____

Module 3: IELTS Writing: Informal Letter - Greeting / Introduction

Now, you finish with the details. You can use the wording in the scenario to help you.

> You recently read a book that you think your friend would enjoy. Write a letter to your friend.

The details are:

- you want to tell your friend about a book

Now let's put it all together. Read a sample greeting and introduction.

Here's a sample answer.

Dear Evie,

It's been a while since I last heard from you. I hope you're doing well. I just wanted to reach out to suggest a book that I recently read and think you'd enjoy.

Note: friendly opening / opening phrase / details

Module 3: IELTS Writing: Informal Letter - Greeting / Introduction

Here are 2 more sample scenarios. Read the example greetings and introductions.

You recently ran into a classmate at the park. You are planning to go to an upcoming music concert and want them to come with you.

The reason for the letter:

- inviting someone to something

The details are:

- you want your classmate to come to a music concert

Hi Kajal,

It was nice seeing you the other day at the park. I just wanted to invite you to this upcoming music concert.

Note: friendly opening / opening phrase / details

Module 3: IELTS Writing: Informal Letter - Greeting / Introduction

You heard that a cousin needs information about how to book airline tickets to Canada. Write a letter giving some advice.

The reason for the letter:

- giving advice

The details:

- how to book airline tickets to Canada

Hello Jack,

It's been a while since we saw each other. I hope you're doing well! I just wanted to share some advice because I heard you need information about how to book airline tickets to Canada.

Note: friendly opening / opening phrase / details

Module 3: IELTS Writing: Activity - Informal Letter Greeting/Intro

Let's prastice. Complete ACTIVITY 20.

Read the scenarios.
Think about why you're writing the letter.
Write the greeting and introduction using the wording in the scenario.
Remember to use contractions.

1. A friend has written a letter informing you about their plan to visit your city and wants information. Write a letter to them.

2. You have a friend who lives in Mexico. You're organizing a Mexican-themed party and would need a Mexican recipe. Write a letter to the friend.

Module 3: IELTS Writing: Informal Letter - Body Paragraph 1

Body Paragraph 1

The purpose is to explain the situation or problem and provide relevant details.

Steps for Writing this Part

- Read the first bullet point and write about the information.
- Try to write 2-4 sentences.
- Think about the missing information.
- Use your imagination to create these details yourself.

Let's look at the first bullet point in the the sample question.

You recently read a book that you think your friend would enjoy.

Write a letter to your friend. In your letter:

- describe the book
- say why you want them to read this book
- say how they can get the book

What information is missing about the book? Write your answer in the space.

Module 3: IELTS Writing: Informal Letter - Body Paragraph 1

Here's some information about the book that's missing.

Did you have some of the same ideas?

- **Title**
- **Author**
- **Main character**
- **Setting**
- **Summary**

Now, you use your imagination to create these details. So, let's imagine these are details of the book:

- The Midnight Library
- Matt Haig
- Nora
- Mysterious library
- The library has books about different lives Nora could have had if she made different choices. She reads them to see what would have happened.



Here are previous samples. Read the first bullet point and examples of the missing information and details.

You recently ran into a classmate at the park. You are planning to go to an upcoming music concert and want them to come with you. Write a letter to invite your classmate. In your letter:

- describe the concert

- **Band name**
- **Type of music**
- **Other important details**

- Latin Rhythm
- Salsa and merengue
- You've seen them before



Module 3: IELTS Writing: Informal Letter - Body Paragraph 1

You recently ran into a classmate at the park. You are planning to go to an upcoming music concert and want them to come with you. Write a letter to invite your classmate. In your letter:

- describe the concert

- **Band name**
- **Type of music**
- **Other important details**

- Latin Rhythm
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- You've seen them before



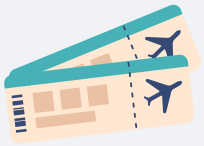
Module 3: IELTS Writing: Informal Letter - Body Paragraph 1

You heard that a cousin needs information about how to book airline tickets to Canada. Write a letter giving some advice. In your letter:

- include website you recommend

- **Name of website**
- **Web address**
- **Overview**

- Venna Travel
- www.vennatravel.ca
- Includes options from smaller airlines or travel agencies that offer low prices



Module 3: IELTS Writing: Informal Letter - Body Paragraph 1

Now, let's put it all together. Look at our sample question and answer.

You recently read a book that you think your friend would enjoy.

Write a letter to your friend. In your letter:

- describe the book

- **Title**
- **Author**
- **Main character**
- **Setting**
- **Summary**

- The Midnight Library
- Matt Haig
- Nora
- Mysterious library

- The library has books about different lives Nora could have had if she made different choices. She reads them to see what would have happened



Here's a sample answer.

Dear Evie,

It's been a while since I last heard from you. I hope you're doing well. I just wanted to reach out to suggest a book that I recently read and think you'd enjoy.

The book is "The Midnight Library" by Matt Haig. It's set in a mysterious library. It's about a woman named Nora Seed. She discovers a magical library filled with books about different lives she could have lived if she made other choices.

Module 3: IELTS Writing: Informal Letter - Body Paragraph 1

Here are previous scenarios and sample answers.

You recently ran into a classmate at the park. You are planning to go to an upcoming music concert and want them to come with you. Write a letter to invite your classmate. In your letter:

- describe the concert

- **Band name**
- **Type of music**
- **Other important details**

- Latin Rhythm
- Salsa and merengue
- You've seen them before



Here's a sample answer.

Hi Kajal,

It was nice seeing you the other day at the park. I just wanted to invite you to this upcoming music concert.

The band is called "Latin Rhythm." They'll be playing a mix of salsa and merengue. I've seen them before. They always bring in a crowd and get everyone on their feet dancing.

Note: phrasal verb "bring in"

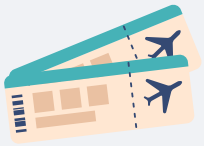
Module 3: IELTS Writing: Informal Letter - Body Paragraph 1

You heard that a cousin needs information about how to book airline tickets to Canada. Write a letter giving some advice. In your letter:

- include website you recommend

- **Name of website**
- **Web address**
- **Overview**

- Venna Travel
- www.vennatravel.ca
- Includes options from smaller airlines or travel agencies that offer low prices



Hello Jack,

It's been a while since we saw each other. I hope you're doing well! I just wanted to share some advice because I heard you need information about how to book airline tickets to Canada.

Here's a sample answer.

Check out Venna Travel at vennatravel.ca. This website includes options from smaller airlines and travel agencies. They often offer lower prices than the bigger carriers.

Note: phrasal verb "check out"

Module 3: IELTS Writing: Activity - Informal Letter Body Paragraph 1

Let's practise. Complete ACTIVITY 21.

Using questions from ACTIVITY 20, re-read the scenario and first bullet point.
Use your imagination to write the details in the box.
Continue your letter by writing body paragraph 1.
Remember to use:

- **contractions**
- **a phrasal verb from your list (if you can)**

1. A friend has written a letter informing you about their plan to visit your city and wants information. Write a letter to them. In the letter:

- describe what they can do in your city

Module 3: IELTS Writing: Activity - Informal Letter Body Paragraph 1

2. You have a friend who lives in Mexico. You're organizing a Mexican-themed party and would need a Mexican recipe. Write a letter to the friend. In the letter:

- tell your friend about the party

Module 3: IELTS Writing: Informal Letter - Body Paragraph 2

Now let's learn about body paragraph 2.

Body Paragraph 2

The purpose is often to give your opinion, a recommendation or facts.

Steps for Writing this Part

- Read the second bullet point and write about the information.
- Try to write 2-4 sentences.
- Use your imagination to create details.
- If you can, use linking words to list the details.

First, let's look at the second bullet point in the sample question and create some details.

You recently read a book that you think your friend would enjoy.

Write a letter to your friend. In your letter:

- describe the book
- say why you want them to read this book
- say how they can get the book

Using your imagination, why could you want your friend to read the book?

Module 3: IELTS Writing: Informal Letter - Body Paragraph 2

Here are some examples of why you want your friend to read the book.

Did you have some of the same ideas?

- Haven't read a story like it
- Neat concept
- Engaging writing style
- Read it in 2 sittings



Here are previous samples. Read the second bullet point and examples of the details.

You recently ran into a classmate at the park. You are planning to go to an upcoming music concert and want them to come with you.

Write a letter to invite your classmate. In your letter:

- describe the concert
- say the location, date and time

- Greenwood Park (open air stage)
- This coming Saturday from 3 p.m. to 6 p.m.

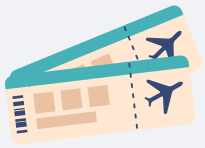


Module 3: IELTS Writing: Informal Letter - Body Paragraph 2

You heard that a cousin needs information about how to book airline tickets to Canada. Write a letter giving some advice. In your letter:

- include website you recommend
- say why you recommend it

- You've used the website before
- Compare prices
- Quick and easy to book tickets



Module 3: IELTS Writing: Linking Words

Now, if you can, use linking words when you write this paragraph.

What are linking words?

Linking words help connect listed items or ideas.

In informal letters, you use linking words for many reasons.

- They help clearly show what you think about something.
- They help list information in a clear order.
- They help us suggest ideas smoothly.

Here are some examples of informal linking words and why and where to use them in a sentence.

Also

You can use "also" to add another equally important peice ofinformation. It is often used at the **beginning** or **middle** of a sentence.

- I finished my homework. **Also**, I cleaned my room.
- I went to the grocery store and **also** stopped by the post office.

Plus

You can use "plus" informally to add information in a positive manner. It is usually used at the **beginning** of a sentence.

- "I made dinner. **Plus**, I set the table."

As well

You can use "as well" at the end of a sentence to add information. It is often at the **end** of a sentence.

- She brought her laptop to the meeting. She brought her notebook **as well**.

Not to mention

You can use "not to mention" to add an extra point that is important or impressive. It is usually used at the **beginning** or **middle** of a sentence.

- **Not to mention**, the project was completed ahead of schedule.
- She brought dessert, **not to mention** the drinks.

Module 3: IELTS Writing: Activity - Linking Words

Let's practise linking words. Complete ACTIVITY 22.

Read the sentences.
Re-write the sentences use a linking word to make the connection clearer or add more information.

1. I cleaned the kitchen. I vacuumed the living room.

_____

2. He enjoys playing soccer. He likes swimming in the pool.

_____

3. She finished her assignment on time. She helped her classmates.

_____

4. The movie was entertaining. The soundtrack was great.

_____

5. They visited the museum. They went to the zoo.

_____

6. The new phone has a great camera. It has a long battery life.

_____

7. John can play the piano. He can play the guitar.

_____

8. The restaurant serves delicious food. The service is excellent.

_____

9. The hike was fun. The view from the top was breathtaking.

_____

Module 3: IELTS Writing: Informal Letter - Body Paragraph 2

Now, let's put it all together. Look at our sample question and answer.

... Write a letter to your friend. In your letter:

- describe the book
- say why you want them to read this book

- Haven't read a story like it
- Neat concept
- Engaging writing style
- Read it in 2 sittings



Dear Evie,

It's been a while since I last heard from you. I hope you're doing well. I just wanted to reach out to suggest a book that I recently read and think you'd enjoy.

The book is "The Midnight Library" by Matt Haig. It's set in a mysterious library. It's about a woman named Nora Seed. She discovers a magical library filled with books about different lives she could have lived if she made other choices.

Here's a sample answer.

I think you should read this book because it's a neat concept and I haven't read a story like it. Also, the writing style is really engaging. Not to mention, I finished up reading it in 2 sittings.

Note: linking words (Also, Not to mention) and phrasal verb "finish up."

Module 3: IELTS Writing: Informal Letter - Body Paragraph 2

Here are some more examples of Body Paragraph 2 for previous questions.

You recently ran into a classmate at the park. You are planning to go to an upcoming music concert and want them to come with you.

Write a letter to invite your classmate. In your letter:

- describe the concert
- say the location, date and time

- Greenwood Park (open air stage)
- This coming Saturday from 3 p.m. to 6 p.m.



Hi Kajal,

It was nice seeing you the other day at the park. I just wanted to tell you about this awesome music concert coming up in town that I think you'd really enjoy.

The band is called "Latin Rhythm." They'll be playing a mix of salsa and merengue. I've seen them before. They always bring in a crowd and get everyone on their feet dancing.

Here's a sample answer.

The concert is at Greenwood Park on the open air-stage. It's this coming Saturday. It starts at 3 p.m. and should wrap up around 6 p.m.

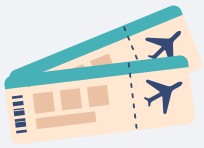
Note: phrasal verb "wrap up."

Module 3: IELTS Writing: Informal Letter - Body Paragraph 2

You heard that a cousin needs information about how to book airline tickets to Canada. Write a letter giving some advice. In your letter:

- include website you recommend
- say why you recommend it

- You've used the website before
- Compare prices
- Quick and easy to book tickets



Hello Jack,

It's been a while since we saw each other. I hope you're doing well! I just wanted to share some advice because I heard you need information about how to book airline tickets to Canada.

Check out Venna Travel at vennatravel.ca. This website includes options from smaller airlines and travel agencies. They often offer lower prices than the bigger carriers.

Here's a sample answer.

I recommend this website because I've used it before. You can compare prices of different airlines. Plus, it was quick and easy to book tickets.

Note: linking words (plus).

Module 3: IELTS Writing: Activity - Informal Letter Body Paragraph 2

Let's practise. Complete ACTIVITY 23.

Using questions from ACTIVITY 21, re-read the scenario and second bullet point.
Use your imagination to write the details in the box.
Continue your letter by writing body paragraph 2.
Remember to use:

- **contractions**
- **linking words (if you can)**
- **a phrasal verb from your list (if you can)**

1. A friend has written a letter informing you about their plan to visit your city. Write a letter to them. In the letter:

- describe what they can do in your city
- give advice about where they could stay

Module 3: IELTS Writing: Activity - Informal Letter Body Paragraph 2

2. You have a friend who lives in Mexico. You're organizing a Mexican-themed party and would need a Mexican recipe. Write a letter to the friend. In the letter:

- tell your friend about the party
- ask for their taco recipe

Module 3: IELTS Writing: Informal Letter - Body Paragraph 3

Body Paragraph 3

The purpose is often similar to body paragraph 2. You give your opinion, recommendation or facts.

Steps for Writing this Part

- Read the third bullet point and write about the information.
- Try to write 2-4 sentences.
- Use your imagination to create these details yourself.
- If you can, use linking words to list the details.

Let's look at the third bullet point in the the sample question.

You recently read a book that you think your friend would enjoy.

Write a letter to your friend. In your letter:

- describe the book
- say why you want them to read this book
- say how they can get the book

Using your imagination, how can your friend get the book? Write your answer in the space.

Module 3: IELTS Writing: Informal Letter - Body Paragraph 3

Here are some examples of how your friend can get the book.

Did you have some of the same ideas?

- Bookstore
- Online
- Library
- You have a copy you could lend



Here are previous samples. Read the third bullet point and examples of the details.

You recently ran into a classmate at the park. You are planning to go to an upcoming music concert and want them to come with you.

Write a letter to invite your classmate. In your letter:

- describe the concert
- say the location, date and time
- why you think your friend should go to this concert

- They will enjoy the music
- Support a local band
- Concerts are more fun with friends

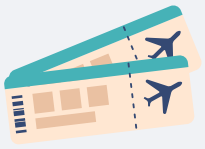


Module 3: IELTS Writing: Informal Letter - Body Paragraph 3

You heard that a cousin needs information about how to book airline tickets to Canada. Write a letter giving some advice. In your letter:

- include website you recommend
- say why you recommend it
- give some other ideas which you think may be useful

- Book in advance
- Book on a weekday
- Booking last minute or on a weekend can be more expensive



Module 3: IELTS Writing: Informal Letter - Body Paragraph 3

Just like formal letters, informal letters should have a closing statement in body paragraph 3. Remember, a closing statement is a sentence or short paragraph that ends the communication.

It can:

- suggest staying in contact
- invite the reader to contact you for more information

Here are ways to suggest staying in contact:

- Let's keep in touch!
- Keep me posted! / Keep me posted about...
- Let me know how things go! / Let me know....
- Looking forward to hearing from you! / Look forward to hearing about...

Here are ways to invite the reader to contact you for more information:

- Feel free to reach out if you have any questions.
- Give me a shout if you need...
- I'm happy to help if you have any questions.

Module 3: IELTS Writing: Informal Letter - Body Paragraph 3

Now let's put it all together. Look at part of the sample question and answer.

....

- say how they can get the book

- Bookstore
- Online
- Library
- You have a copy you could lend



Dear Evie,

It's been a while since I last heard from you. I hope you're doing well. I just wanted to reach out to suggest a book that I recently read and think you'd enjoy.

The book is "The Midnight Library" by Matt Haig. It's set in a mysterious library. It's about a woman named Nora Seed. She discovers a magical library filled with books about different lives she could have lived if she made other choices.

I think you should read this book because it's a neat concept and I haven't read a story like it. Also, the writing style is really engaging. Not to mention, I finished up reading it in 2 sittings.

Here's a sample answer.

You can get the book at your library, online or at a bookstore. Or, I can lend you my copy if you'd like. Let me know if you want to meet up to get it!

Note: closing. Phrasal verb "meet up"

Module 3: IELTS Writing: Informal Letter - Body Paragraph 3

Here are previous scenarios and sample answers.

You recently ran into a classmate at the park. You are planning to go to an upcoming music concert and want them to come with you.

Write a letter to invite your classmate. In your letter:

- describe the concert
- say the location, date and time
- say why your friend should some with you

- They will enjoy the music
- Support a local band
- Concerts are more fun with friends



Hi Kajal,

It was nice seeing you the other day at the park. I just wanted to invite you to this upcoming music concert.

The band is called "Latin Rhythm." They'll be playing a mix of salsa and merengue. I've seen them before. They always bring in a crowd and get everyone on their feet dancing.

The concert is at Greenwood Park on the open air-stage. It's this coming Saturday. It starts at 3 p.m. and should wrap up around 6 p.m.

Here's a sample answer.

You should come with me because I think you will enjoy the music. Plus, it's a chance to support a local band and make some great memories together. Concerts are always more fun when you can hang out with friends. Keep me posted about what you decide!

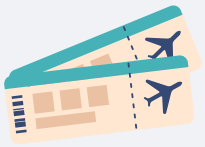
Note: closing. Phrasal verb "hang out"

Module 3: IELTS Writing: Informal Letter - Body Paragraph 3

You heard that a cousin needs information about how to book airline tickets to Canada. Write a letter giving some advice. In your letter:

- include website you recommend
- say why you recommend the website
- give some other ideas which you think may be useful

- Book in advance
- Book on a weekday
- Booking last minute or on a weekend can be more expensive



Hello Jack,

It's been a while since we saw each other. I hope you're doing well! I just wanted to share some advice because I heard you need information about how to book airline tickets to Canada.

Check out Venna Travel at vennatravel.ca. This website includes options from smaller airlines and travel agencies. They often offer lower prices than the bigger carriers.

I recommend this website because I've used it before and found it easy to use. Plus, you can compare prices of different airlines.

Here's a sample answer.

Some other useful ideas are to book in advance and on a weekday. Booking last minute and booking on weekends can be more expensive. Also, check the cancellation policy. Sometimes there's a fee to cancel. Give me a shout if you need any more tips.

Note: closing.

Module 3: IELTS Writing: Activity - Informal Letter Body Paragraph 3

Let's practise. Complete ACTIVITY 24.

Using questions from ACTIVITY 23, re-read the scenario and third bullet point.
Use your imagination to write the details in the box.
Continue your letter by writing body paragraph 3.
Remember to use:

- **contractions**
- **linking words (if you can)**
- **a phrasal verb from your list (if you can)**

1. A friend has written a letter informing you about their plan to visit your city and wants information. Write a letter to them. In the letter:

- describe what they can do in your city
- give advice about where they could stay
- suggest to them what to pack and bring while coming to travel to your city

Module 3: IELTS Writing: Activity - Informal Letter Body Paragraph 3

2. You have a friend who lives in Mexico. You're organizing a Mexican-themed party and would need a Mexican recipe. Write a letter to the friend. In the letter:

- tell your friend about the party
- ask for their taco recipe
- say why you'd like the recipe from their country

Module 3: IELTS Writing: Informal Letter - Sign Off

Now let's learn about the sign off.

Sign Off

The purpose of a sign-off in informal letters is to end your message in a friendly and personal way.

Steps for Writing this Part

- Use an informal closing
- Include your **first name** only

Here are ways to sign off an informal letter.

- Take care
- Catch you later
- Talk soon
- Cheers

Module 3: IELTS Writing: Informal Letter Sample

Here's the sample question again and complete answer.

You recently read a book that you think your friend would enjoy.

Write a letter to your friend. In your letter:

- describe the book
- say why you want them to read this book
- say how they can get the book

Dear Evie,

It's been a while since I last heard from you. I hope you're doing well. I just wanted to reach out to suggest a book that I recently read and think you'd enjoy.

The book is "The Midnight Library" by Matt Haig. It's set in a mysterious library. It's about a woman named Nora Seed. She discovers a magical library filled with books about different lives she could have lived if she made other choices.

I think you should read this book because it's a neat concept and I haven't read a story like it. Also, the writing style is really engaging. Not to mention, I finished up reading it in 2 sittings.

You can get the book at your library, online or at a bookstore. Or, I can lend you my copy if you'd like. Let me know if you want to meet up to get it!

Cheers,

Mei

Module 3: IELTS Writing: Activity - Informal Letter

Let's practise writing informal letters. Complete ACTIVITY 25.

Read the question.
Use the space to identify any missing information and/or imagine the details.

A friend of yours has recently written to you asking for advice about a problem at work. You have had a similar problem at your workplace in the past.

Write a letter to your friend. In your letter:

- tell your friend how you feel about the problem
- say how you faced a similar situation in the past
- suggest possible solutions to the problem

Module 3: IELTS Writing: Activity - Informal Letter

Using the details, write your letter.
Remember to:

- **think about why you're writing and choose an appropriate opening phrase introduction**
- **use contractions**
- **use linking words (if you can)**
- **use some phrasal verbs from your list**

Module 3: IELTS Writing: Activity - Informal Letter

Read the question.
Use the space to identify any missing information and/or imagine the details.

You want to sell your bedroom furniture set. You know your cousin is moving into a new place and you think they might like to buy it from you.

Write a letter to your cousin. In your letter:

- explain why you are selling
- describe the furniture
- suggest a date when your cousin can come and see the furniture

Module 3: IELTS Writing: Activity - Informal Letter

Using the details, write your letter.
Remember to:

- **think about why you're writing and choose an appropriate opening phrase introduction**
- **use contractions**
- **use linking words (if you can)**
- **use some phrasal verbs from your list**