

IELTS READING AND WRITING PREP

Practitioner Notes
2024



IELTS Reading and Writing Prep Practitioner Notes



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

- ☒ Employment
 ☐ Secondary School Credit
 ☐ Independence
☐ Apprenticeship
 ☒ Postsecondary

Embedded Skills

- ☐ Adaptability
 ☐ Digital
 ☐ Creativity and Innovation
☐ Collaboration
 ☐ Numeracy
 ☒ Reading
☐ Communication
 ☐ Problem Solving
 ☒ Writing

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Learning Outcomes

At the end of the recourse, learners should be able to:

- A1.3 - Read longer texts to connect, evaluate and integrate ideas and information
- A2.3 - Interpret somewhat complex documents to connect, evaluate and integrate information
- B2.3 - Write longer texts to present information, ideas and opinions
- B3.3a Decide what, where and how to enter information in somewhat complex documents

Activity Answers or Suggestions - Module 1

ACTIVITY 1

Review information about the IELTS test. Read the question. Choose the BEST answer(s).

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.

- | | | | |
|------|------|---------|------|
| 1. D | 3. A | 5. B, D | 7. C |
| 2. B | 4. D | 6. B | |

Activity Answers or Suggestions - Module 2

IELTS Reading: Overview

Brainstorming Question

What are other everyday situations in which you might use different strategies?

- creating a monthly budget to track income and expenses
- designing a workout plan that includes varied exercises for balanced fitness
- using a planner to prioritize tasks and set deadlines
- comparing prices and options for accommodations and activities to save money

IELTS Reading: Identifying Keywords and Phrases

Brainstorming Question

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

- learning a new language
- prepping for an interview (looking for important words in the job description to use in the interview)
- reading newspapers or articles to get the main point

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.

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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 _____.
1. 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.

IELTS Reading: Skimming

Brainstorming Question

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

- quickly reading a social media feed to catch highlights of recent posts
- quickly looking over a list of job postings to identify suitable positions
- browsing through a product description to check key features before buying
- glancing at a recipe to see the main ingredients and cooking time before deciding to make it

ACTIVITY 3

Write the steps you use to skim a text.

- Step 1 - Look at the title and subheadings
- Step 2 - Read the first sentence
- Step 3 - Read the last paragraph
- Step 4 - Summarize

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ACTIVITY 4

Write the steps you use to scan a text.

Step 1 - Know what you're looking for

Step 2 - Move your eyes quickly by looking for keywords or phrases remembering that synonyms might be used.

Step 3 - Stop and read relevant text

Read the questions and underline the keywords or phrases in the question. Write some synonyms for these words.

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

Synonyms:

- aims - goal
- ease - make it easier
- assist - support, help

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

Synonyms:

- experts - specialists, professionals
- decided - planned

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

Synonyms:

- digging - excavating
- laying - setting
- foundation - groundwork

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

Synonyms:

- better - improve
- region - area, district
- grow - expand, develop

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

Synonyms:

- cause - create, lead to
- issues - problems, concerns

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Scan Text 1 (on the next page). Identify (point to) where you'd find the answer in the text.

1. First sentence
2. Planning, Design and Progress
3. Planning, Design and Progress
4. Community Impact
5. Community Impact

Read the questions and underline the keywords or phrases in the question.

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?

Scan Text 2. Identify (point to) where you'd find the answer in the text.

1. HIS105 - World History
2. ENG101 - Introduction to English Literature
3. ART110 - Introduction to Art History
4. MAT102 - Fundamentals of Algebra

Read the questions and underline the keywords or phrases in the question.

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?

Scan Text 3. Identify (point to) where you'd find the answer in the text.

1. Second paragraph
2. Second paragraph
3. Fourth paragraph

Read the questions and underline the keywords or phrases in the question.

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?

Scan Text 4. Identify (point to) where you'd find the answer in the text.

1. Fourth instruction
2. Sixth instruction
3. Third instruction

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IELTS Reading: Guessing Meaning from Content

Brainstorming Question

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

- watching a foreign film with subtitles
- browsing social media posts and guessing the meaning of slang
- reading instructions for assembling furniture and guessing the meaning of technical terms

ACTIVITY 5

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

- | | |
|-------------------|------------------------|
| 1. Flower | 4. Has a good taste |
| 2. Doctor | 5. Different way to go |
| 3. Cold, not warm | 6. Small |

ACTIVITY 6

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

1. A set of step-by-step instructions for solving a problem or completing a task
2. A place where monks or nuns lived, prayed, and worked
3. A complex musical composition performed by an orchestra)
4. The remains or traces of ancient organisms preserved in rock
5. A celestial object consisting of a nucleus of ice and dust

ACTIVITY 7

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

1. When a business cannot pay their debts and have to close down permanently
2. To have a weekly pay cheque
3. Businesses with fewer than 50 employees and less than \$2 million in annual (yearly) revenues. / A business or company engaged in commercial, industrial, or professional activities
4. Making enough money to cover all the expenses of running a business but not making any profit

ACTIVITY 8

Use example clues to guess the meanings of the unfamiliar words

1. Baked items
2. Items that capture energy from the sun, convert wind into electricity or use heat from the Earth
3. Someone that has had a significant impact on literature and culture
4. Blending into surroundings

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ACTIVITY 9

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

Step 1 - Read around the word

Step 2 - Read the sentence again for clues, then make a guess

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

- | | |
|------|------|
| 1. B | 4. A |
| 2. A | 5. B |
| 3. C | |

Activity Answers or Suggestions - Module 3

IELTS Writing: Activity Formal vs. Informal Letters

ACTIVITY 10

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

- | | |
|-------------|-------------|
| 1. Formal | 4. Formal |
| 2. Formal | 5. Informal |
| 3. Informal | |

IELTS Writing: Sample Question 1

Review Question

What type of letter are you going to write?

- Formal letter

IELTS Writing: Activity Full Forms

ACTIVITY 11

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

1. I would appreciate it if you would send the report by Friday.
2. I am excited about the opportunity you have mentioned. I would like to discuss it further if you are available for a meeting next week.
3. I am writing to inform you that I cannot attend the meeting on Friday. I would appreciate it if you would reschedule it for another day.
4. I am interested in learning more about the program you are offering.
5. I am dissatisfied with the service we have received.
6. I am very sorry that I did not make it to the meeting.
7. I would appreciate it if you would send me the details you have mentioned in your previous email.



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IELTS Writing: Formal Letter - Greeting/Introduction

Review Question

Why are you writing this letter?

- Requesting something or information

IELTS Writing: Activity Formal Letter Purpose Statements

ACTIVITY 12

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

1. I am writing to express my dissatisfaction with/about...
2. I am writing to apologize for...
3. I am writing to express my interest in...
4. I am writing to request...
5. I am writing to bring to your attention...
6. I am wondering if you could provide me with information about...
7. I am writing to inform you that / about...

IELTS Writing: Activity Formal Letter Purpose Statements

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.

Answers may vary.

All should include greeting Dear Sir/Madam or To whom it may concern Dear Mr./Ms. [Last Name]

1. I am writing to express my interest....
2. I am writing to request information about the results of .../ I am wondering if you could provide me with information about...
3. I am writing to bring to your attention...
4. I am writing to apologize for...

IELTS Writing: Formal Letter

ACTIVITY 14-17

These answers will vary depending on the learner and brainstorming.

IELTS Writing: Informal Letter Overview

Review Question

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

- | | |
|---------------------|---------------------|
| 1. Greeting | 4. Body Paragraph 3 |
| 2. Introduction | 5. Body Paragraph 2 |
| 3. Body Paragraph 1 | 6. Sign off |

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

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

IELTS Writing: Activity Phrasal Verbs

ACTIVITY 18

Match each phrasal verb with its correct meaning.

- | | | |
|------|-------|-------|
| 1. E | 9. H | 17. R |
| 2. C | 10. I | 18. T |
| 3. B | 11. N | 19. S |
| 4. D | 12. M | 20. V |
| 5. A | 13. L | 21. Q |
| 6. G | 14. P | 22. U |
| 7. J | 15. K | |
| 8. F | 16. O | |

IELTS Writing: Informal Letter - Greeting/Introduction

Review Question

Why are you writing this letter?

- Making a suggestion

IELTS Writing: Activity Informal Letter Purpose Statements

ACTIVITY 19

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

1. I just wanted to get your advice about...
2. I just wanted to share some advice about.../tell you.../I let you know...
3. I just wanted to reach out because.../know about...
4. I just wanted to share some advice about.../tell you.../let you know.../reach out because/catch up and...
5. I just wanted to invite you...
6. I just wanted to thank you for...
7. I just wanted to reach out to suggest...

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IELTS Writing: Informal Letter

ACTIVITY 20-21

These answers will vary depending on the learner and brainstorming.

IELTS Writing: Activity Linking Words

ACTIVITY 22

Read the sentences. Re-write the sentences using a linking word to make the connection clearer or add more information. Answers may vary.

1. I cleaned the kitchen and also vacuumed the living room.
2. He enjoys playing soccer and as well as swimming in the pool.
3. She finished her assignment on time and also helped her classmates.
4. The movie was entertaining, plus the soundtrack was great.
5. They visited the museum and also went to the zoo.
6. The new phone has a great camera, not to mention it has a long battery life.
7. John can play the piano and also the guitar.
8. The restaurant serves delicious food, plus the service is excellent.
9. The hike was fun, as well as the view from the top was breathtaking.

IELTS Writing: Informal Letter

ACTIVITY 23-25

These answers will vary depending on the learner and brainstorming.