

- ✓ Write as clearly as possible.
- ✓ Produce organised and linked paragraphs and make sure that the style of your language is academic.

DON'T

- ✗ Don't write less than the required number of words.
- ✗ Don't use note form or bullet points.
- ✗ Don't leave out any required information.
- ✗ Don't waste your time learning essays by heart to use in the exam. You will be penalised for this and you will waste valuable time that could be spent developing good writing skills.
- ✗ Don't simply copy words and phrases from the question paper – try to use your own words at all times by paraphrasing the question.

Where do I write my answers?

Write your answers on the Writing answer sheet. You will not get any paper for making notes, but you may write notes on the question paper. The examiner will not see these.

Can I write in pen or pencil?

You can write in pen or pencil, but you must write clearly. You may erase/cross out and change parts of your writing, but you must make sure that your work is easy to read.

Should I write my answers in upper case (capitals) or lower case?

You will not automatically be penalised if all your letters are capitals. However, remember that punctuation is assessed in the Writing test and you may be penalised if it is not clear to the examiner where your sentences begin and end.

Will I be penalised if I don't write enough words?

Yes. You must write at least 150 words for the Task 1 question and 250 words for the Task 2 question. If you don't write enough words, you will be penalised.

If I make notes, will the examiner read them?

No. You will not get any paper for making notes, but you may write notes on the question paper. The examiner will not see this.

Are the two tasks both worth the same number of marks?

No. Task 2 contributes twice as much as Task 1 to the Writing score.

How long should I spend on each task?

You have 1 hour to write your answers for the two tasks. It is your choice how you divide this time. However, remember that Task 2 contributes twice as much as Task 1 to the Writing score – so you may wish to spend 20 minutes on Task 1 and 40 minutes on Task 2. You should plan your work carefully before writing, and you should allow time to check your writing after completing a task or at the end of the test.