

EDITING AND CHECKING YOUR WRITING

Upon completion of your writing task - whether it is IELTS Task 1 or IELTS Task 2 - always proofread what you have written carefully to edit the task for grammatical accuracy and check the organisation of the essay, as well as the punctuation and spelling.

There are a number of common language difficulties students have with their writing. These notes provide a list of language items to be aware of, and also serve as a checklist when examining your writing.

STUDY TIPS

In IELTS Writing Task 1 and Writing Task 2 it is important to organise your information well, write accurately using appropriate structures and vocabulary, and demonstrate good punctuation and correct spelling.

GRAMMAR	
LANGUAGE FEATURE	COMMENT
subject – verb agreement	<ul style="list-style-type: none"> check whether the subject is singular or plural, and then choose the appropriate verb form verb forms: s for singular (stem + s, <i>is, was, has</i>) <p style="text-align: center;">plural <i>are, were, have</i></p>
uncountable nouns	<p>uncountable nouns are always singular, for example:</p> <ul style="list-style-type: none"> abstract nouns: courage, education, honesty, information, knowledge, nature, peace, strength, truth, wealth, wisdom liquids: tea, coffee, water, petrol materials: cotton, gold, silver, paper weather: rain, sunshine, thunder, snow activities: studying, thinking, scuba diving, skiing
articles	<p>indefinite articles <i>a</i> and <i>an</i> are used for a non-specific person, place or thing; the definite article, <i>the</i>, is used to name a specific person, place or thing</p>
passive voice	<p>check that the correct passive verb form is used: be + past participle</p>
modal verbs	<p>modal verbs are used to express a variety of meanings: can (ability), may (possibility), could (ability), might (possibility), would (action at a later time), must (necessity), should (advisability)</p>



<p>word forms</p>	<p>check that word forms are used and formed correctly, for example</p> <ul style="list-style-type: none"> • nouns formed from verbs (decide – decision) • adjectives formed from verbs (interest – interesting/interested) • adjectives formed from nouns (peace – peaceful) • nouns formed from adjectives (active – activity)
<p>preposition</p>	<p>prepositions include the following kind of information:</p> <ul style="list-style-type: none"> • time – in, on, at, to, about, around, before, after, during, for, from • place – around, among, above, below, behind, beside, between, in front of, inside, into, next, near, over, under, up, within • possession - of • manner – as, by, with, without, through • contrast – in spite of • comparison – similar to, the same as, more than, less than, as many as, as much as • reason – because of, for
<p>ORGANISATION OF THE ESSAY</p>	
<p>check</p>	<p>Introduction</p> <ul style="list-style-type: none"> • background information to the topic • thesis statement <p>Body Paragraphs</p> <ul style="list-style-type: none"> • topic sentence • supporting sentences • developing sentences <p>Conclusion</p> <ul style="list-style-type: none"> • summary • recommendation



PUNCTUATION	
<p>check</p>	<p>full stops used at the end of a sentence</p> <p>commas used correctly:</p> <ul style="list-style-type: none"> • separate items in a list • when a subordinate clause begins the sentence • when sentences are joined by coordinating conjunctions and, or or but, a comma is unnecessary provided both verbs have the same subject • after linking words such as: <i>listing words</i> (first of all, second, finally, subsequently), <i>ideas which are similar or equal</i> (also, furthermore, moreover, in addition), <i>ideas which are opposite</i> (however, on the other hand, nevertheless, nonetheless), <i>examples</i> (for example, for instance), <i>giving a result</i> (accordingly, as a consequence, consequently, therefore), <i>conclusion</i> (In conclusion, to summarise, in summary), <i>showing similarities</i> (similarly, likewise, also) <p>a capital letter begins a sentence</p>
SPELLING	
<p>check</p>	<p>plural noun endings formed correctly</p> <ul style="list-style-type: none"> • if the word ends in a consonant + y, change the y to an i and add es (city – cities) • words that end in a vowel + y, add s only (key - keys) • usage varies for words ending in o: some add es others s and some are formed either way (tomato –tomatoes, radio – radios, volcano – volcanos/volcanoes) • f or fe endings, change f to v and add -es (life – lives, compare: wharf – wharfs/wharves) • irregular plurals (man – men, woman – women) • some nouns that end in s are singular (news, athletics, economics, gymnastics, the United Nations) • for abbreviations and numbers add s (DVDs, 1980s) • plural of foreign nouns form plurals in other ways (medium – media, criterion – criteria, datum – data)