

IELTS Writing Course

Downloadable Student Resources

(Academic)

Tips and Strategies

Course 

Prepared for you by Ken 哥哥

Please be advised that this resource is a study companion designed to complement your learning experience for Ken哥哥's IELTS Academic Writing Course.

The enclosed material is not a substitute for the complete lessons and is not intended for distribution on its own.

Course 

Prepared for you by Ken哥哥

Task 1

Tips and Strategies

Time Management and How to Check Your Work



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Time Management and How to Check Your Work

Writing Time Breakdown:

Task 1: 20 Minutes (of 60 minutes)

1. First impression

1-2 minutes

2. Macro Data Node Selection

1 minute

3. Micro Data Node Selection

1-2 minutes

4. Write

10-14 minutes

5. Check your work if times allows

Bank 3- 5 minutes if possible

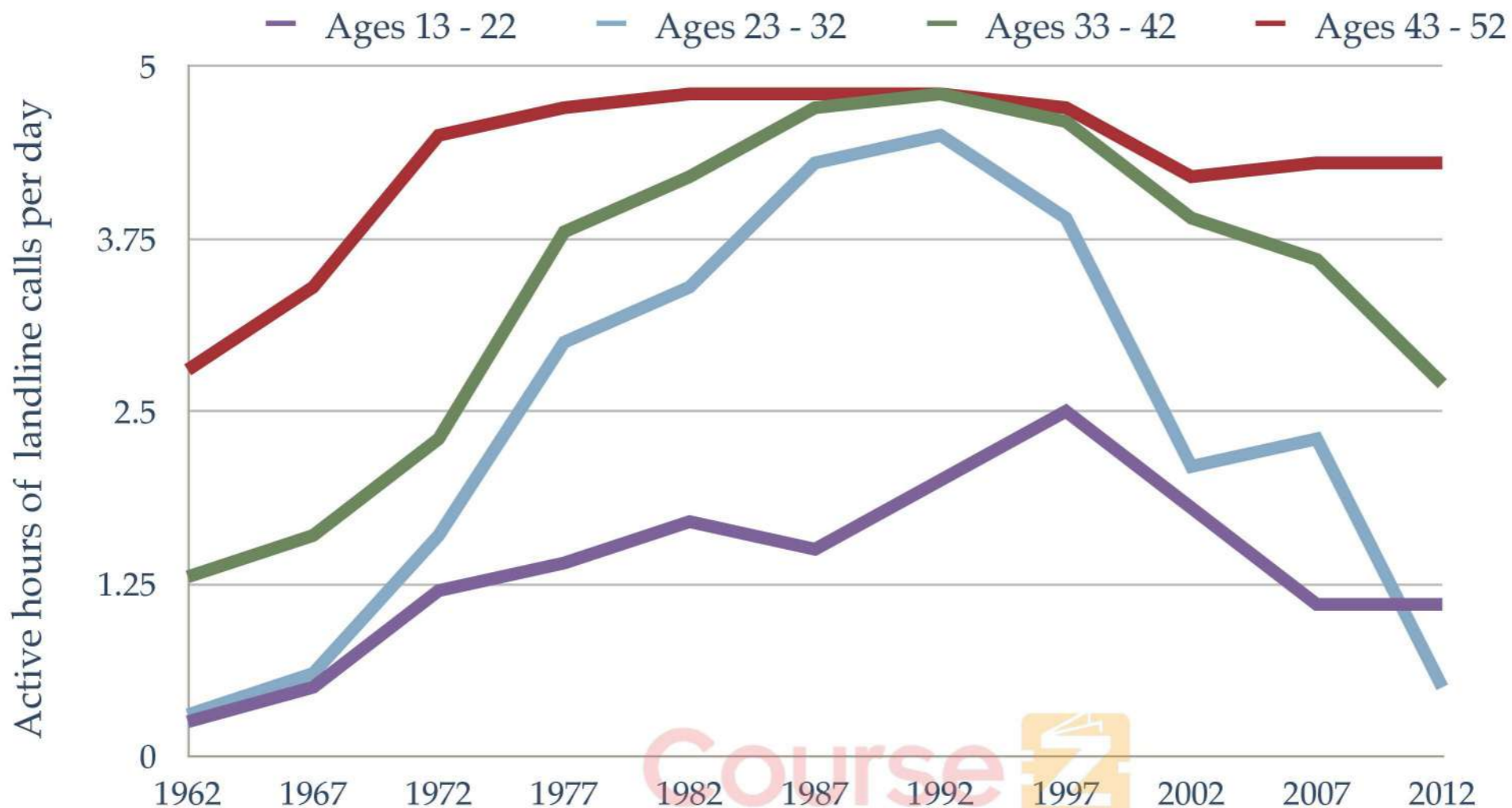
Time Management and How to Check Your Work

1. First impression

1-2 minutes

The graph below shows landline phone usage in Hong Kong between 1962 to 2012 by four different age groups.

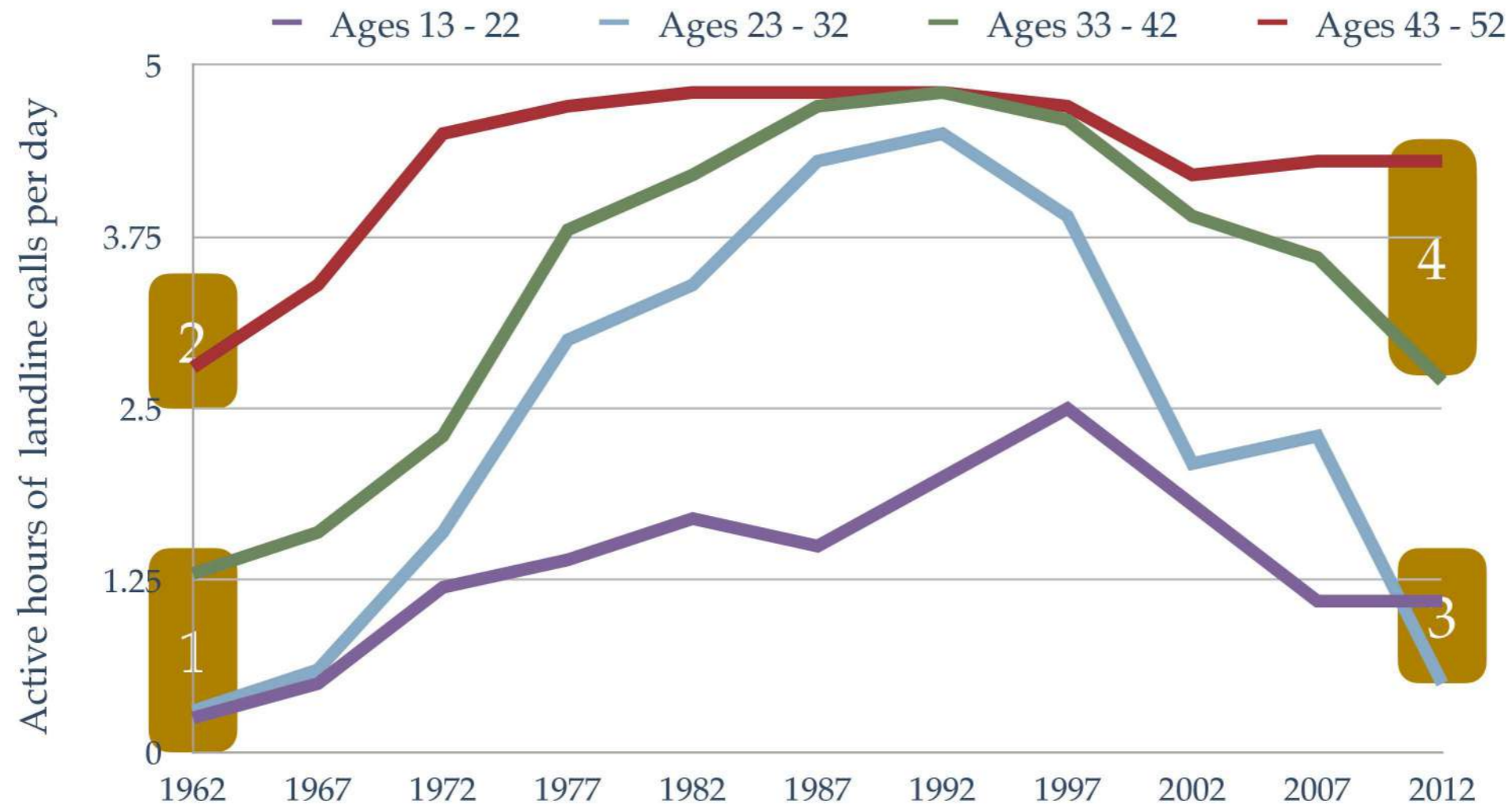
Summarize the information by selecting and reporting the main features, and make comparisons where relevant.



Time Management and How to Check Your Work

2. Macro Data Node Selection

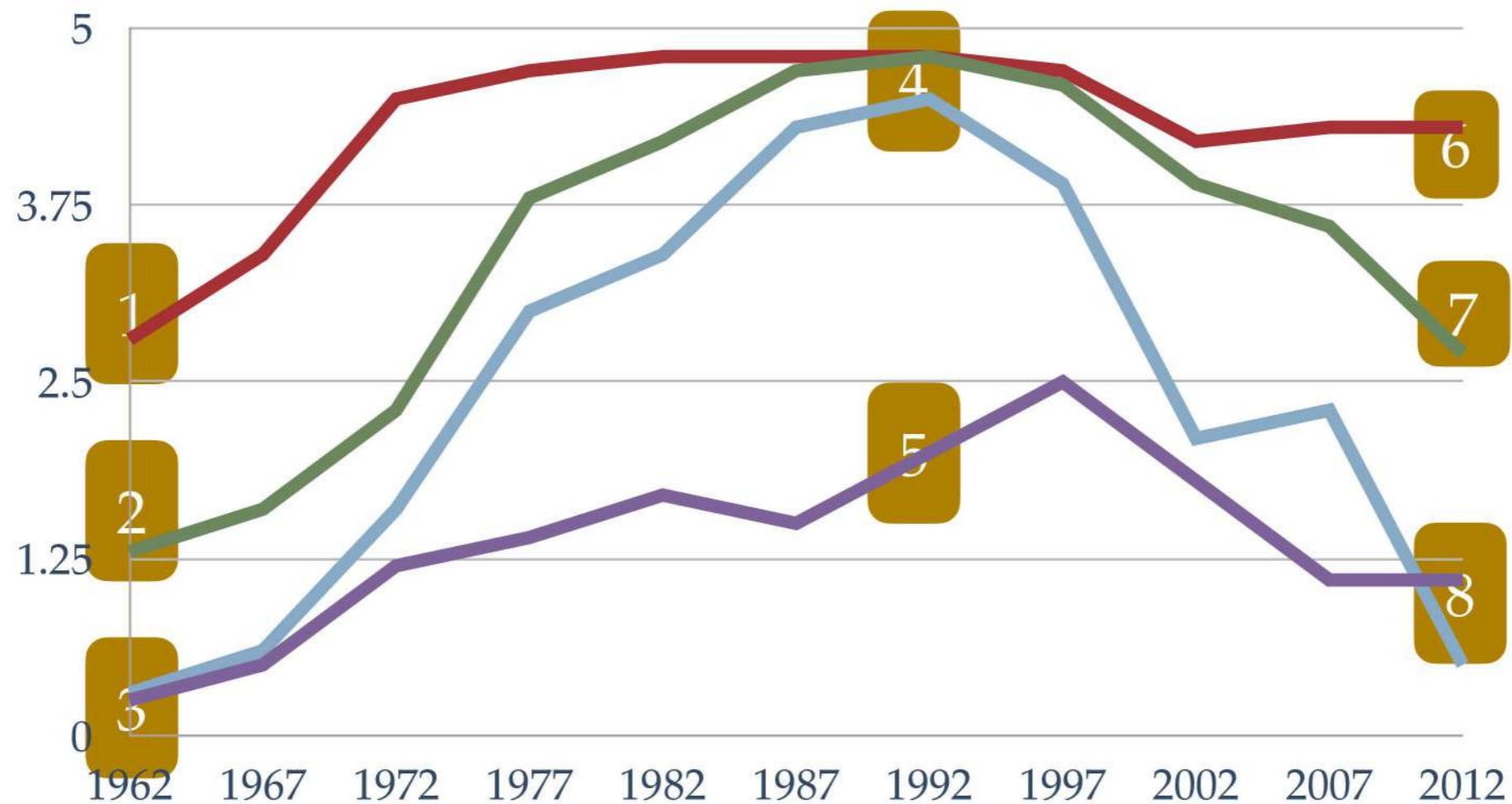
1 minute



Time Management and How to Check Your Work

3. Micro Data Node Selection

1-2 minutes



— Ages 13 - 22 — Ages 23 - 32 — Ages 33 - 42 — Ages 43 - 52

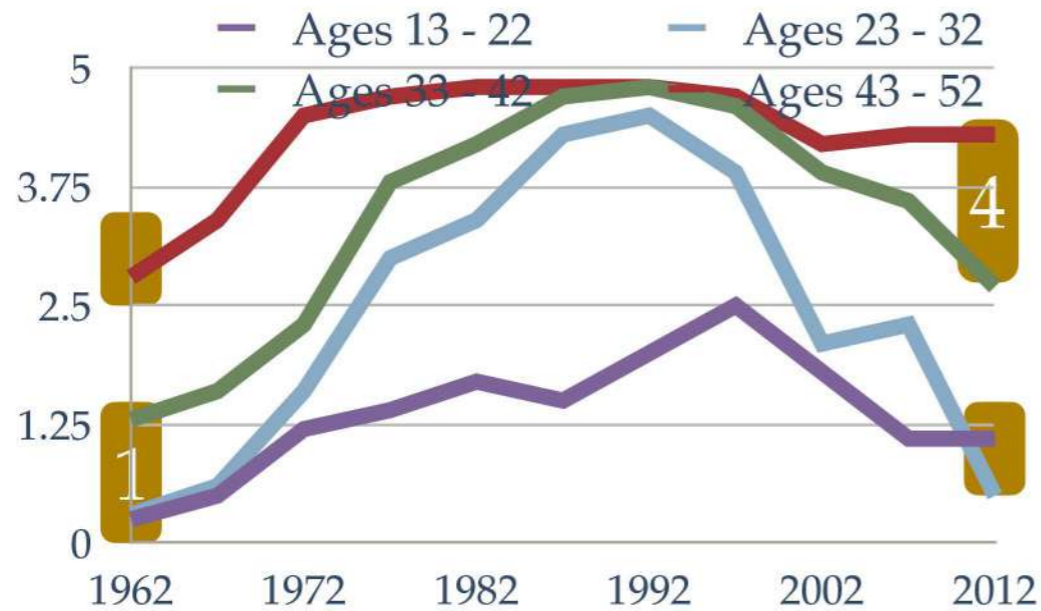


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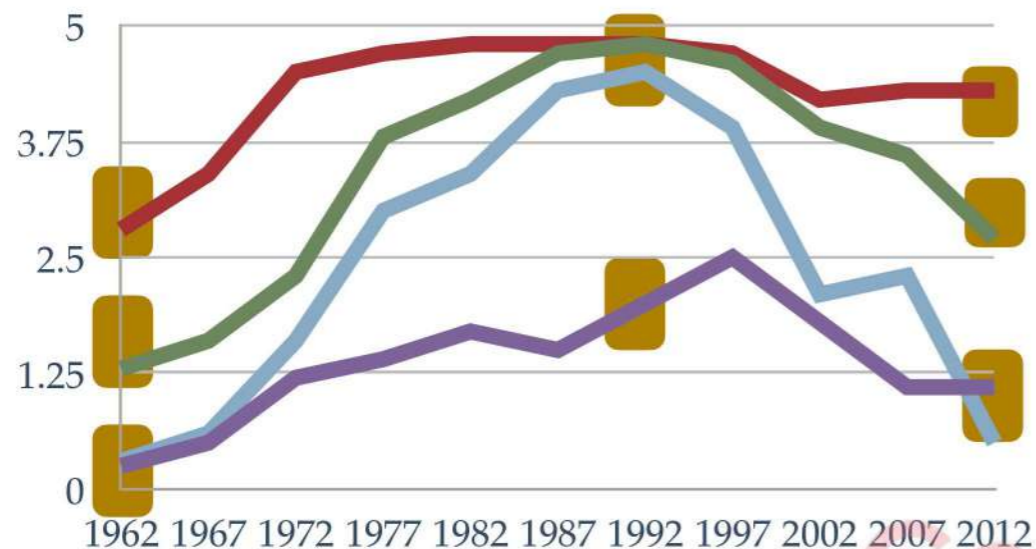
4. Write

10-14 minutes



Depending on the number of data nodes you have selected, you will only have 10 to 14 minutes to write translate them into English.

For example, there are 12 data nodes in total in this sample.

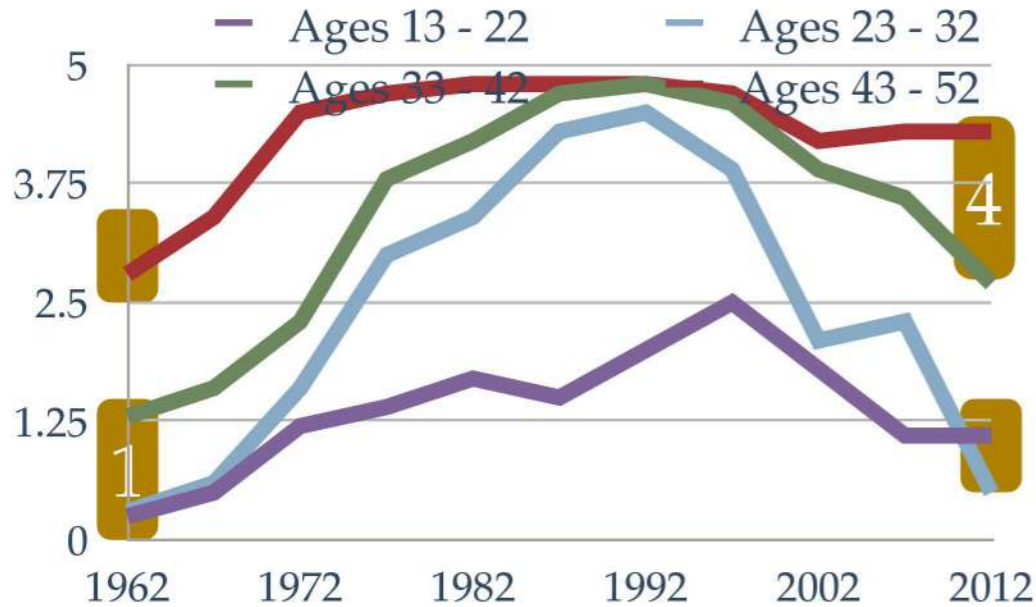


— Ages 13 - 22 — Ages 23 - 32 — Ages 33 - 42
— Ages 43 - 52

Time Management and How to Check Your Work

Find your baseline:

 Time yourself



3 Data nodes

.....

.....

.....

.....

.....

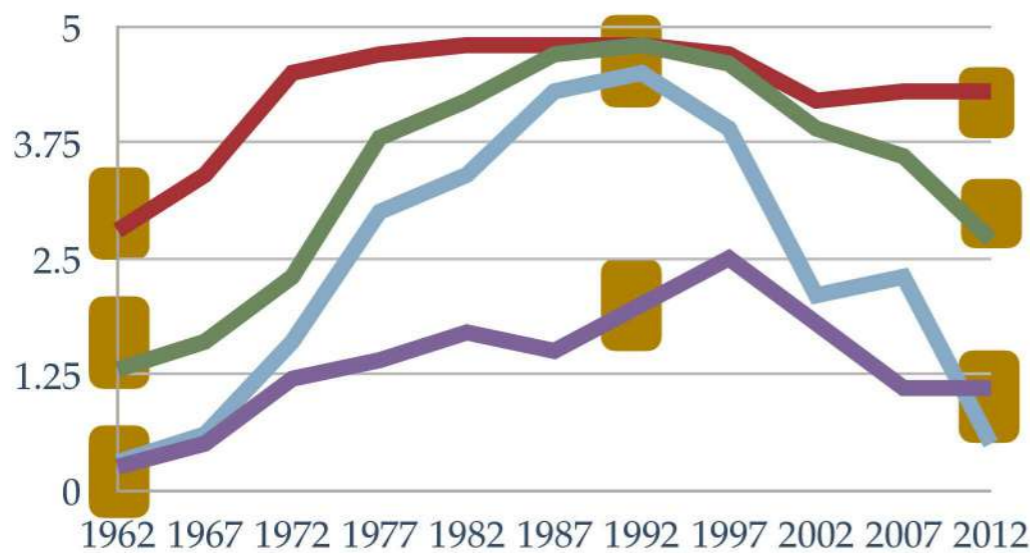
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Time spent:

— Ages 13 - 22
— Ages 43 - 52

— Ages 23 - 32

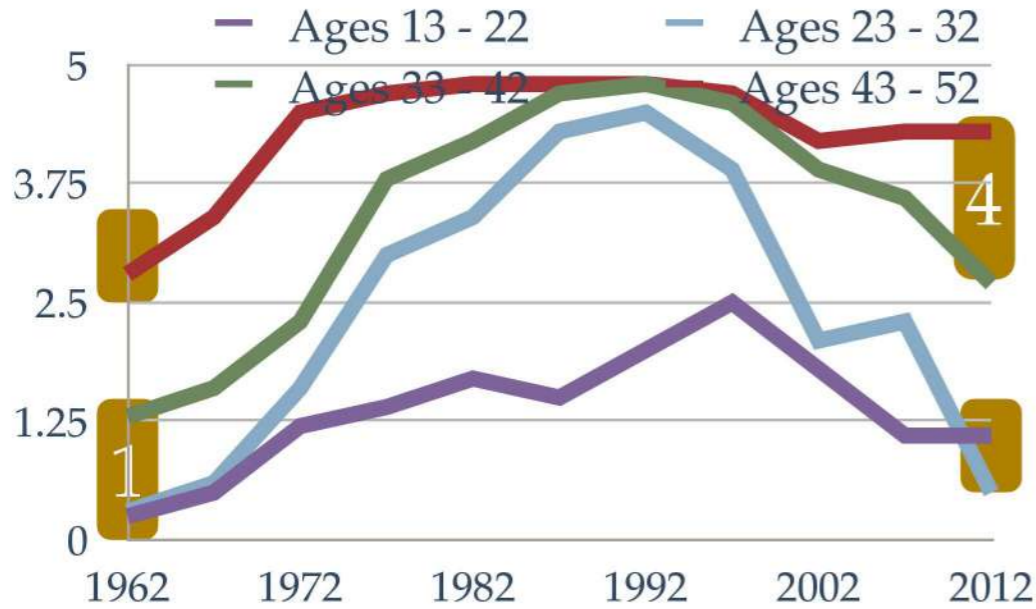
— Ages 33 - 42



Time Management and How to Check Your Work

Find your baseline:

 Time yourself



5 Data nodes

.....

.....

.....

.....

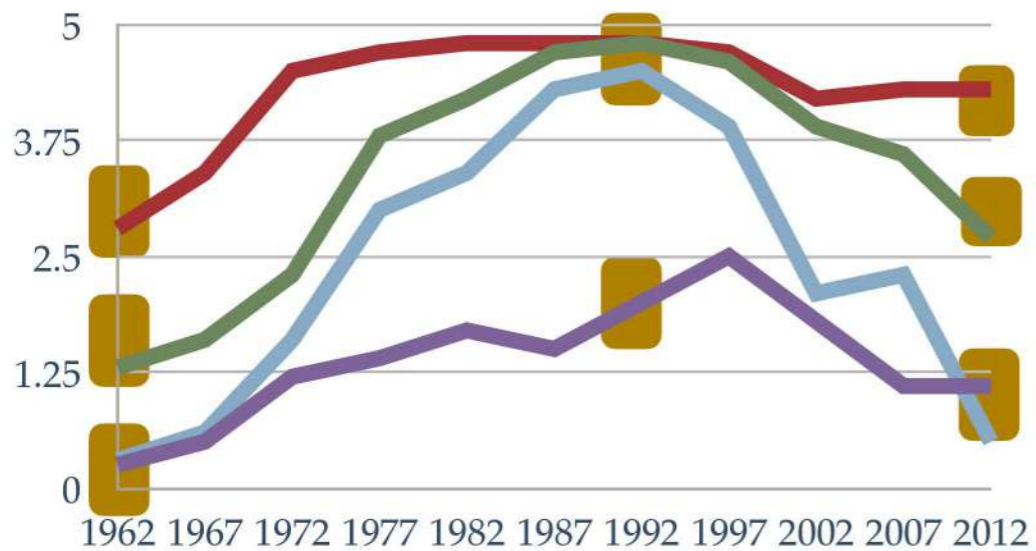
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Time spent:

— Ages 13 - 22
— Ages 43 - 52

— Ages 23 - 32

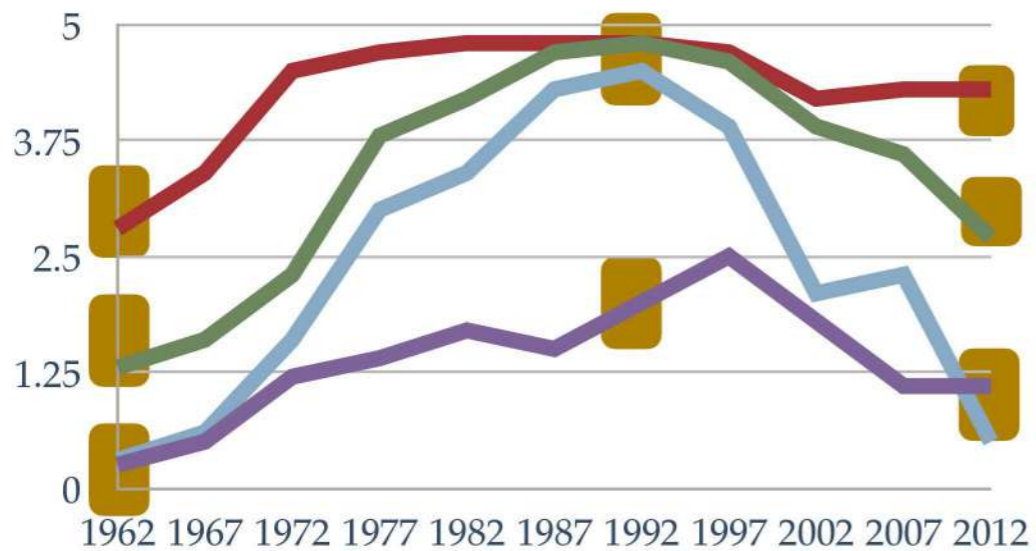
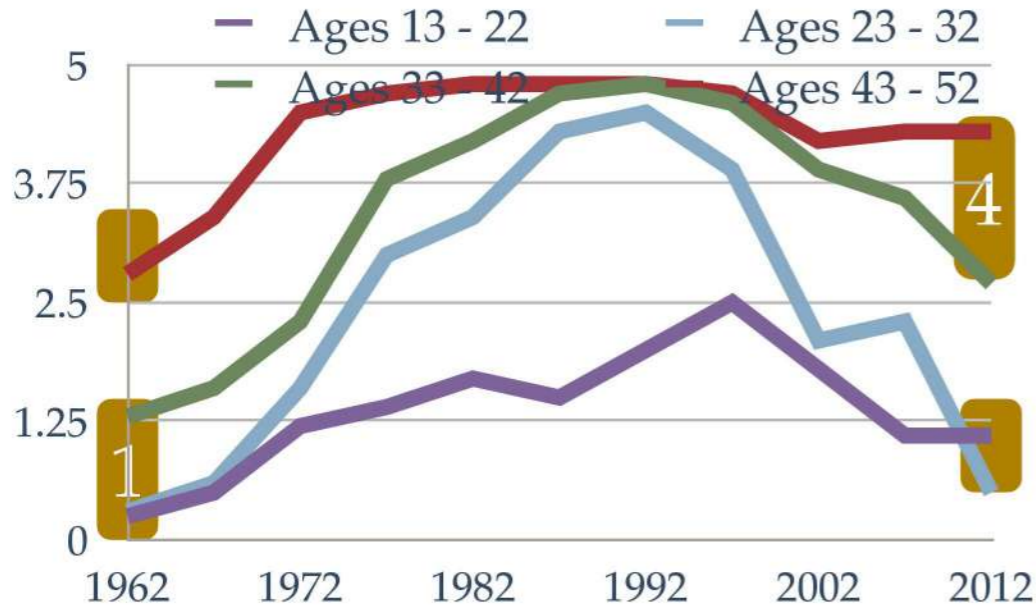
— Ages 33 - 42



Time Management and How to Check Your Work

Find your baseline:

 Time yourself



10 Data nodes

Time spent:

— Ages 13 - 22 — Ages 23 - 32 — Ages 33 - 42
 — Ages 43 - 52



Time Management and How to Check Your Work

Know your baseline:

You **MUST already know how many data nodes you can comfortably handle well before the exam.**

Do not overextend yourself during the exam.

Not being about to finish your work is the single biggest mistake you can make.



Task 2

Tips and Strategies

Time Management and How to Check Your Work



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Time Management and How to Check Your Work

Writing Time Breakdown:

Task 2: 40 Minutes (of 60 minutes)

1. First impression

1 minute

2. Mental Work (Coming up with your main ideas)

2 minutes

3. Designing Your Thesis Statement

3 minutes

4. Complete Your Outline (Elaboration and Experience)

3 minutes

5. Write

26 minutes

6. Check your work if times allows

Bank 5 minutes if possible

Notice how much time is spent planning your work.

Rushing to write in Task 2 is ill-advised.

Time Management and How to Check Your Work

1. First impression

1 minute

Some in society argue that there should be a guaranteed number of female hirings in the firefighting profession to increase female recruits

To what extent do you agree or disagree?

	No	Low	Med	High
Stance				
Opinion				
Support (Fact)				

Take your time to appreciate the question and make sure you understand every concept in the question

Support (Fact)

Time Management and How to Check Your Work

2. Mental Work (Coming up with your main ideas)

2 minutes

Some in society argue that there should be a guaranteed number of female hirings in the firefighting profession to increase female recruits

To what extent do you agree or disagree?

Stance:

Mission overview:

Main idea 1: Unfair to qualified applicants

Main idea 2: Firefighting is a physically demanding job



3. Designing Your Thesis Statement

3 minutes

Stance: Disagree

Mission overview: Job is not the main consideration

Main idea 1: Unfair to qualified applicants

Main idea 2: Firefighting is a physically demanding job

Time Management and How to Check Your Work

3. Complete Your Outline

3 minutes

Main idea 1: **Unfair to qualified applicants**

Elaboration 1: Men who are qualified will lose out because of this rule

Elaboration 2: This rule discriminates against gender (namely men)

Experience: What if not enough women apply? Then recruitment quality will be affected

Main idea 2: **Firefighting is a physically demanding job**

Elaboration 1: Men are typically physically stronger

Elaboration 2: The dangerous environment doesn't care if you are a man or a woman

Experience: If there is dangerous situation, men would have the advantage getting in and out

Time Management and How to Check Your Work

5. Write

26 minutes

The idea of recruiting firefighters is of vital importance as firefighting is a critical and life-saving service to the community. There are people in the community who say that there should be a mandatory increase in recruiting female firefighters. To that, I disagree because the job of firefighting is not the main consideration, as it is not fair to qualified applicants, and firefighting is a physically tough job.

My main concern is that this will treat applicants unfairly based on their sex. This will discriminate against men by artificially requiring to hire more women, and it will mean that the most qualified candidate may not get the job because they are men. Furthermore, what if not enough women apply to become firefighters? Will that mean that they will automatically be favoured just because they are women? I believe that the job should go to the person that is the most qualified. Not to mention that there is also another consideration for the physical nature of the job.

Firefighting is a specialized kind of job that requires candidates to be physically fit. Men are typically physically stronger and better suited for a job, such as this one that requires constant physical activity. The environment will not care if the firefighter is a man or a woman, and the dangers will not be any less. We have to face the reality of things. If there is a dangerous or unknown situation that firefighters will have to go in, male firefighters would have the advantage, and they can get in and out more quickly.

Those are the reasons why I disagree that there should be a mandatory recruitment increase for female firefighters as the job will be greatly affected by the unfairness to the applicants and the physical realities of firefighters. Because the idea of recruiting firefighters is so important to the community, we should be very careful when deciding how to recruit them.

Time Management and How to Check Your Work

Find your baseline:

 Time yourself

From this:

Some in society argue that there should be a guaranteed number of female hirings in the firefighting profession to increase female recruits

To what extent do you agree or disagree?

To this (and next page):

Stance: Disagree

Mission overview: Job is not the main consideration

Main idea 1: Unfair to qualified applicants

Main idea 2: Firefighting is a physically demanding job

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Time Management and How to Check Your Work

And this:

Main idea 1: *Unfair to qualified applicants*

Elaboration 1: Men who are qualified will lose out because of this rule

Elaboration 2: This rule discriminates against gender (namely men)

Experience: What if not enough women apply? Then recruitment quality will be affected

Main idea 2: *Firefighting is a physically demanding job*

Elaboration 1: Men are typically physically stronger

Elaboration 2: The dangerous environment doesn't care if you are a man or a woman

Experience: If there is dangerous situation, men would have the advantage getting in and out

Time Management and How to Check Your Work

Find your baseline X2:

1. What is your time spent on planning?

Time spent:

.....

2. What is your time spent on writing according to your plan?

Time spent:

.....



Time Management and How to Check Your Work

Review your baseline

1. Can you plan quicker?
2. Do you need to cut back on the the number of elaborations, experiences or transitions?
3. Do you even have time at the end to check you work?



Remember the 3-5 minutes you banked in Task 1?

Do you still have it?

Remember, checking your work in Task 2 is more important.

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