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go beyond



*Prepare for Global Success*

## Writing Test

Familiarisation for test-takers

# Things you must know

- Test duration is 60 mins
- There are a total of 3 tasks
- Task wise approximate words to be written:
  - Task 1: 35-40 words
  - Task 2: 90-120 words
  - Task 3: 180-200 words

# Task Requirement

- **Task 1:** Write an email, message, note or a short personal letter
- **Task 2:** Compare, contrast and summarise the key points of input data or graphical information
- **Task 3:** Present a piece of discursive writing as a summary of the arguments for and against a particular view point and one's opinion about a topic or subject of general interest. Test takers may be required to outline a problem, present a solution or their opinion and justify it.

# Difficulty level and Marking

- In the Writing module Task 1 has only 20% weightage whereas Task 2 & 3 each have 40% weightage. You should plan time for each task accordingly.
- Final marks are awarded basis writing across all 3 tasks

# What skills are tested?

## Task Fulfilment or Task Realization

This basically grades whether you have answered the question fully. It marks whether you have addressed all parts of the task and covered all requirements of the task sufficiently.

# What skills are tested?

## Organisation and Cohesion

Organising your writing, coherence and cohesion normally go together. It basically checks how your writing fits together. Does your writing, with its ideas and content, flow logically? Coherence is how you are making yourself understood and whether the reader of your writing understands what you are saying

# What skills are tested?

## Language – Accuracy and Range

Academic Writing requires the use of correct language including vocabulary, grammar, sentence construction etc. and being able to appropriately use precise language to present ideas accurately. To demonstrate that you have great language skills you must use a variety of words and a range of structures.

# Tips for the Writing Test

# Useful Tips

- Stay calm
- Plan and organise your answer in paragraphs
- Don't repeat ideas in a different way
- Re-read your work
- Maintain your timings
- Do not write less than the required length
- Don't be off topic
- Don't fill out the essay with irrelevant information
- Don't get mixed up and don't mix up ideas

# Useful Tips

- Use correct synonyms. Learn synonyms and use them accurately
- Use a range of vocabulary. Use less common vocabulary
- Use correct spellings
- Do not repeat words and phrases more than once/twice
- Use precise and accurate words in a sentence.

# Writing Task 1

- Read the task carefully to identify the three pieces of information you have to write about
- Make sure you write about all the three bullets or answer all the three questions
- Read the task carefully and consider the relationship of the writer with the reader. This will help you choose the suitable tone and expression

# Writing Task 2

- Think carefully what you need to include in your description
- Be sure to write information that reflects the chart/table/graphs/diagram accurately
- Don't describe every detail. Choose the most important and interesting feature to write about
- Support your description with figures, but don't give every number exactly. You can be approximate by using words like 'over', 'about' and 'around'

# Writing Task 2

- Use language to compare things – ‘more than’, ‘greater than’ etc. This will help you make comparisons of figures in charts, graphs and tables
- Stick to a systematic layout. Start with an introduction, then the overview, the body and finally the conclusion.
- Keep a professional writing tone and a formal style

# Writing Task 3

- Remember that you have to write a short essay between 180-200 words.
- Analyse the question. Think carefully what you are being asked to do
- Carefully read the task and identify different parts to understand task requirements.
- Decide on your position and then plan your writing carefully making notes and organising them into paragraphs

# Writing Task 3

- Make sure each paragraph has a clear focus
- Make sure you give your own view clearly and support it effectively
- Use linking words between sentences, rather than just simpler 'shopping list' style links such as *firstly*, *secondly*, *thirdly*, *finally*.
- Ensure you leave a line between each paragraph to enhance readability.
- Use an essay style of writing with an introduction and analysis of both points of view and a conclusion based upon the evidence presented.

# Analysing your problems

Try analysing your potential problem areas such as:

- Use of good vocabulary, synonyms
- Unable to develop idea
- Not able to plan your writing
- Difficulty in extending the writing and so landing up repeating ideas and points

# Test Booking & Administration

- Book your test through an 'Authorised Centre'.
- Vantage Siam is the 'Authorised Centre' for Thailand
- Test is administered through an 'Authorised Centre'
- Test administration details are confirmed by the 'Authorised Centre'
- For general enquiry email to: [info@vantage-siam.com](mailto:info@vantage-siam.com)  
Website: [www.englishatvantage.com](http://www.englishatvantage.com)