

# IELTS Writing Hacks (Task 1 & Task 2)

## TASK 1 (Academic) – 12 Powerful Hacks

1. Don't give opinions

Task 1 = report the data, NOT your ideas.

2. Write a clear overview

One paragraph summarizing the main trends, biggest differences, or overall patterns.

3. Compare, don't describe

IELTS wants comparisons, such as:

- "X was higher than Y"
- "A increased while B fell"

4. Avoid exact repetition of question words

Paraphrase the task in your introduction.

5. Group information

Don't describe every detail. Combine similar trends into logical paragraphs.

6. Use data selectively

You don't need all numbers – choose the most important.

7. Master common structures

Line graph = trends

Bar chart = compare categories

Pie chart = proportions

Table = categories + numbers

Process = sequence + no numbers

Map = compare differences

8. Use a mix of data verbs
- rose, grew, increased
  - dropped, declined, fell
  - fluctuated, remained stable
  - doubled, halved

9. Use accurate time markers
- “between 1990 and 2000”
- “over the 10-year period”
- “from 2010 onwards”

10. Keep numbers clear
- Use a variety:

- “10%”
- “a tenth”
- “roughly one in ten”
- “just over 10%”

11. Aim for ~150–180 words
- Long answers often lose coherence.

12. Check for common errors
- Plural forms, articles, tense consistency.

## **TASK 2 (Essay) – 15 Expert Hacks**

1. Follow a simple but strong structure
- Introduction → 2 body paragraphs → Conclusion
- (4 paragraphs total)

2. Write a clear thesis
- State your opinion directly. No confusion.

3. Start each paragraph with a topic sentence
- Example:

“Technology has significantly improved workplace communication.”

4. Provide one strong idea per paragraph  
Don't put 3–4 ideas; develop one fully.

5. Use the PEEL method

- Point
- Explain
- Example
- Link back to topic

6. Use specific but realistic examples

No need for real statistics – simple examples work.

7. Avoid clichés

“Since the beginning of time...”

“Every coin has two sides...”

8. Keep your opinion consistent

If you choose a side, don't switch halfway.

9. Use advanced linking phrases

Instead of “firstly, secondly” all the time:

- “In addition”
- “Nevertheless”
- “It is worth noting that”
- “On the other hand”

10. Show lexical range through paraphrasing

Don't repeat key words too often.

11. Formal tone only

No contractions, no informal phrases.

12. Aim for ~250–290 words

Enough to show ability, not too long.

13. Plan for 2 minutes before writing

Strong ideas = strong essay.

14. Maintain clear grammar variety

Use:

- conditionals
- relative clauses
- complex sentences
- passive voice (when appropriate)

15. Leave 2 minutes to check mistakes

IELTS Writing loses most points in grammar.

16.10+20+10

10 min for understanding the question and planning the answer

20 min for writing

10 min for proof reading

*While proofreading check your writing thoroughly for improvement and correction. For example, words you can improve, sentence structure and spellings.*

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