

The first step in preparing to write an essay in an IELTS is to read the instructions. To develop an examinee's ability to read the instructions, it is important to understand how a sentence works in English.

A simple sentence in English can have up to six parts, or chunks that provide details about who, what, where, when, how and the action that occurs. Each part can be a word or a set of words. The word combination determines whether the chunk answers WHO, WHAT, WHERE and so on.

Example:

Chair = WHAT

Red wooden chair = WHAT

On the red wooden chair = WHERE

So a simple sentence in English can look like this.

WHO WHAT	ACTION	WHO(m) WHAT	HOW	WHERE	WHEN
A big tall handsome man	bought	a beautiful red Ferrari	at a whim	from the dealer on the corniche	last Saturday night.
	Clean	the large room		at the end of the hall	

TASK 1 Copy the parts of the sentences below in each box in the chart above.

- A big tall handsome man bought a beautiful red Ferrari at a whim from the dealer on the corniche last Saturday night.
- Clean the large room at the end of the hall

TASK 2 Copy the parts of the sentences below in each box in the chart on the next page next to the corresponding numbers.

1. He finished his homework quickly and switched on the TV.
2. The planet moves in an elliptical orbit around the sun.
3. The question will be read aloud by a narrator.
4. Analyze your writing carefully before you submit your paper.

WHO WHAT	ACTION	WHO(m) WHAT	HOW	WHERE	WHEN
1					
2					
3					
4					
5					
6					
7					
8					

Your notes

A simple sentence in English when doubled and joined by and, but, so becomes a compound, or a double simple sentence. Each part can contain the chunks that answer WHO, WHAT, WHERE and so on.

Example:

The new smart phone fell to ground and it broke into a million pieces.
what action where what action how

Sometimes a simple sentence in English may contain parts that add meaning to one of the details. These parts that add meaning to a detail in a simple sentence are sometimes called 'clauses'. They work like this.

Example:

The new smart phone fell to ground and it broke into a million pieces.
what action where what action how

that I got for my birthday (clause)

The clause is giving more information about the WHAT part of the first sentence. A clause can give more information about any part of the sentence and a simple sentence can have more than one clause.

WHO WHAT	ACTION	WHO(m) WHAT	HOW	WHERE	WHEN
A big tall handsome man	bought	a beautiful red Ferrari	at a whim	from the dealer on the corniche	last Saturday night.

who is my younger brother (clause)

that he always wanted (clause)

that is opposite the shop (clause)

TASK 3 Read each sample instruction for an IELTS essay and underline the parts. Write the words who, what, how, where, and action above each part.

1 Is freedom of speech necessary in a free society? *Do you agree or disagree?*

2 Some people think women should be allowed to join the army, the navy and the air force just like men. *Do you agree or disagree?*

3 In the past, buildings often reflected the culture of a society but today all modern buildings are alike and cities throughout the world are becoming similar. *What do you think is the reason for this, and is it a good thing or a bad thing?*

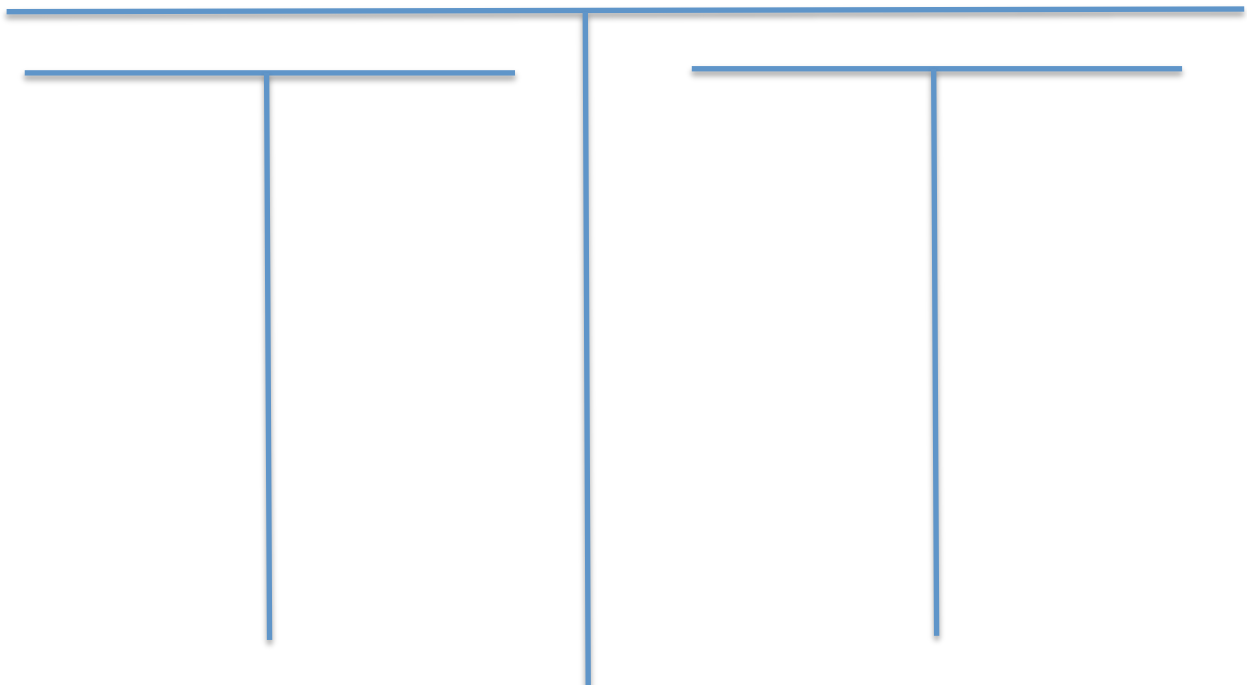
4 The world is experiencing a dramatic increase in population. This is causing problems not only for poor, underdeveloped countries, but also for industrialized and developing nations. *Describe some of the problems that overpopulation causes, and suggest at least one possible solution.*

The next step is to create a quick organizer to collect thoughts, details and ideas. One of the quickest way to do so is to use a T-Chart or a double T-Chart. See slide for examples.

T-Chart



Double T-Chart



TASK 4 Choose one of the instructions Study the parts of the instructions and identify the headings for the T-chart. Then write down the headings, the details, ideas and thoughts in the appropriate columns.

IELTS essay Instruction

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TASK 5 Study your details, thoughts and ideas.

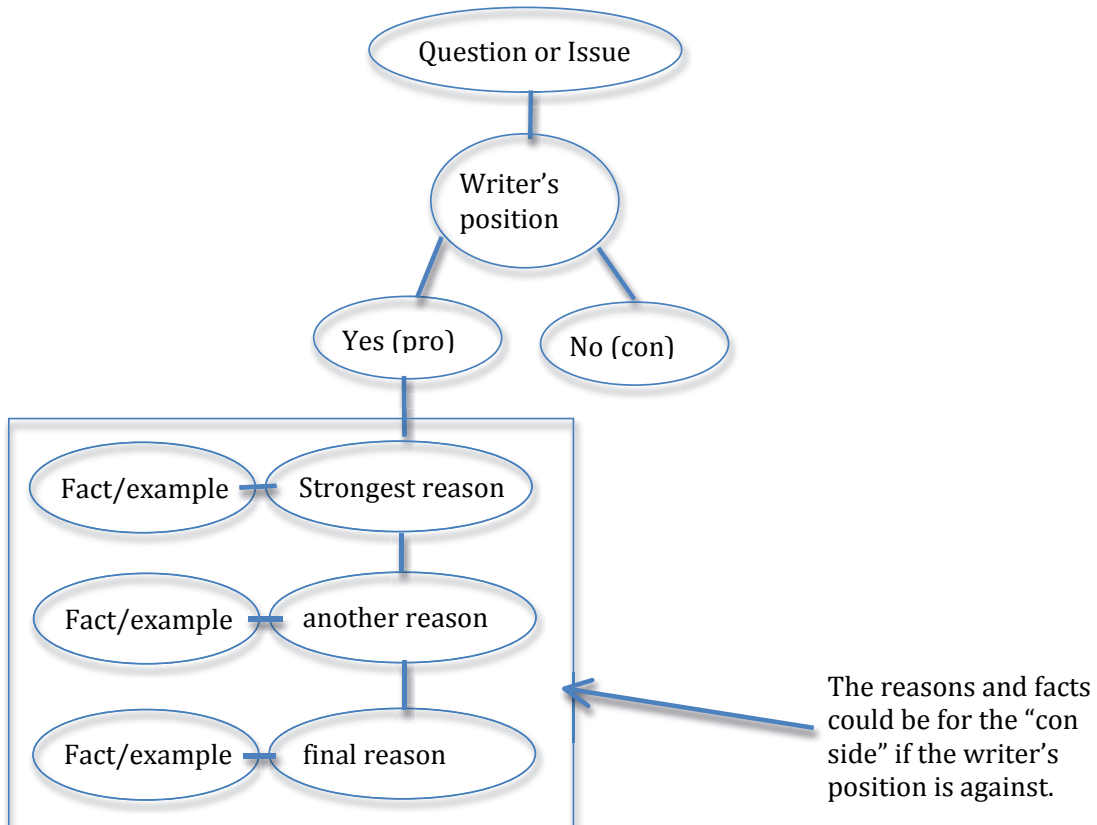
- a. Note which are examples, reasons, opinions, arguments
- b. Cross out the ones you think are irrelevant
- c. Number your ideas in the order importance to you

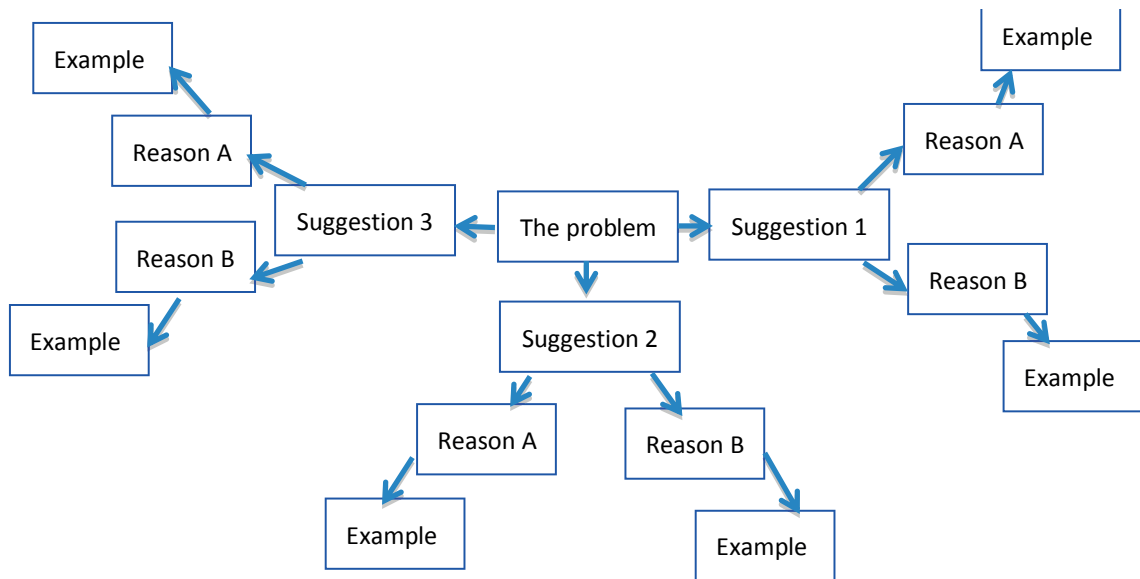
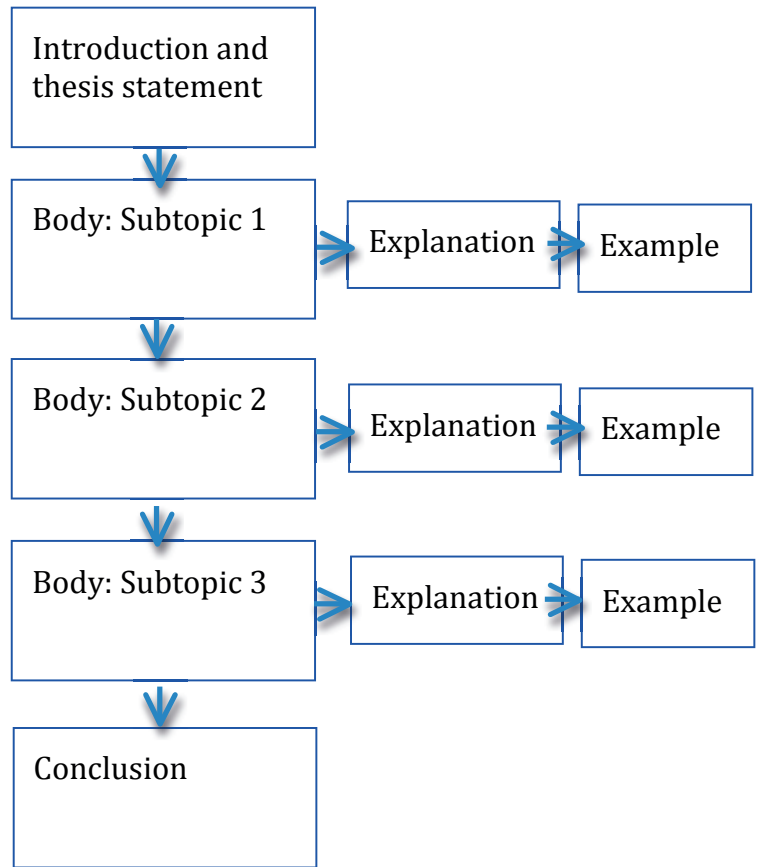
There are several types of essays – persuasive, descriptive, informative, comparison and contrast, cause and effect and each has its own unique organizer. The time available is not enough to go into the different types.

For more examples, go to www.munjez.com and download the On Location Teacher Support Guides for grades 10, 11 and 12 written by Eli Ghazel and published by McGraw-Hill Education.

Task 6

Examine the three organizers that follow and decide which organizer would be most suitable for each of the four instructions in TASK 3. Write the number of the instruction next to the organizer. Then write the information from your T-chart in the organizer.





TASK 7 Use the information in your organizer to write your essay.

Scoring Rubric

Traits	4	3	2	1
Focus & Details	There is one clear, well-focused topic. Main ideas are clear and are well supported by detailed and accurate information.	There is one clear, well-focused topic. Main ideas are clear but are not well supported by detailed information.	There is one topic. Main ideas are somewhat clear.	The topic and main ideas are not clear.
Organization	The introduction is inviting, states the main topic, and provides an overview of the paper. Information is relevant and presented in a logical order. The conclusion is strong.	The introduction states the main topic and provides an overview of the paper. A conclusion is included.	The introduction states the main topic. A conclusion is included.	There is no clear introduction, structure, or conclusion.
Voice	The author's purpose of writing is very clear, and there is strong evidence of attention to audience. The author's extensive knowledge and/or experience with the topic is/are evident.	The author's purpose of writing is somewhat clear, and there is some evidence of attention to audience. The author's knowledge and/or experience with the topic is/are evident.	The author's purpose of writing is somewhat clear, and there is evidence of attention to audience. The author's knowledge and/or experience with the topic is/are limited.	The author's purpose of writing is unclear.
Word Choice	The author uses vivid words and phrases. The choice and placement of words seems accurate, natural, and not forced.	The author uses vivid words and phrases. The choice and placement of words is inaccurate at times and/or seems overdone.	The author uses words that communicate clearly, but the writing lacks variety.	The writer uses a limited vocabulary. Jargon or clichés may be present and detract from the meaning.
Sentence Structure, Grammar, Mechanics, & Spelling	All sentences are well constructed and have varied structure and length. The author makes no errors in grammar, mechanics, and/or spelling.	Most sentences are well constructed and have varied structure and length. The author makes a few errors in grammar, mechanics, and/or spelling, but they do not interfere with understanding.	Most sentences are well constructed, but they have a similar structure and/or length. The author makes several errors in grammar, mechanics, and/or spelling that interfere with understanding.	Sentences sound awkward, are distractingly repetitive, or are difficult to understand. The author makes numerous errors in grammar, mechanics, and/or spelling that interfere with understanding.

<http://www.readwritethink.org/files/resources/printouts/Essay%20Rubric.pdf>