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These criteria focus on the degree to which the task has been answered properly.

**Writing Task 1 - task response**

**Writing Task 2 - task achievement**

(0 of 4 criteria)

### Academic Task 1 - Diagrams

For IELTS Academic Task 1 you will need to:

- identify ALL the key features in the diagram
- ensure accuracy when using data, or describing trends or processes
- write a clear overview – this means summarise the most significant trends or features from the data or information in the diagram

### Academic Task 1 - Processes

In process descriptions the overview might identify the key stages in the process – for instance how many stages there are, and what each are roughly.

### General Training Task 1

These are the key points for the general training Task 1 letter writing:

- Explain the reason for the letter
- Include all the points mentioned in the question
- Use a consistent and appropriate tone

- Make sure you:
  - Underline key words in the exam question
  - Respond completely to all parts of the question.
  - Develop relevant ideas & support them with explanations, examples or experience.
  - Before you write, plan your ideas, group & sequence them.
  - Ensure your opinion is clear in your answer.

### Academic Task 2

Make sure you:

- Underline key words in the exam question
- Respond completely to all parts of the question.
- Develop relevant ideas & support them with explanations, examples or experience.
- Before you write, plan your ideas, group & sequence them.
- Ensure your opinion is clear in your answer.

Look out for other videos & downloads on IELTS Speaking & Writing.