



STUDY NOTES

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EDITING AND CHECKING YOUR WRITING

Upon completion of your writing task - whether it is IELTS Task 1 or IELTS Task 2 - always proofread what you have written carefully to edit the task for grammatical accuracy and check the organisation of the essay, as well as the punctuation and spelling.

There are a number of common language difficulties students have with their writing. These notes provide a list of language items to be aware of, and also serve as a checklist when examining your writing.

Study Tips

In IELTS Writing Task 1 and Writing Task 2 it is important to organise your information well, write accurately using appropriate structures and vocabulary, and demonstrate good punctuation and correct spelling.

GRAMMAR

LANGUAGE FEATURE	COMMENT
subject – verb agreement	<ul style="list-style-type: none"> check whether the subject is singular or plural, and then choose the appropriate verb form verb forms: s for singular (stem + s, <i>is, was, has</i>) plural <i>are, were, have</i>
uncountable nouns	uncountable nouns are always singular, for example <ul style="list-style-type: none"> abstract nouns: courage, education, honesty, information, knowledge, nature, peace, strength, truth, wealth, wisdom liquids: tea, coffee, water, petrol materials: cotton, gold, silver, paper weather: rain, sunshine, thunder, snow activities: studying, thinking, scuba diving, skiing
articles	indefinite articles a and an are used for a non-specific person, place or thing; the definite article, the , is used to name a specific person, place or thing
passive voice	check that the correct passive verb form is used: be + past participle
modal verbs	modal verbs are used to express a variety of meanings: can (ability), may (possibility), could (ability), might (possibility), would (action at a later time), must (necessity), should (advisability)



GRAMMAR	
LANGUAGE FEATURE	COMMENT
word forms	<p>check that word forms are used and formed correctly, for example</p> <ul style="list-style-type: none"> • nouns formed from verbs (decide – decision) • adjectives formed from verbs (interest – interesting/interested) • adjectives formed from nouns (peace – peaceful) • nouns formed from adjectives (active – activity)
preposition	<p>prepositions include the following kind of information:</p> <ul style="list-style-type: none"> • time – in, on, at, to, about, around, before, after, during, for, from • place – around, among, above, below, behind, beside, between, in front of, inside, into, next, near, over, under, up, within • possession - of • manner – as, by, with, without, through • contrast – in spite of • comparison – similar to, the same as, more than, less than, as many as, as much as • reason – because of, for
ORGANISATION OF THE ESSAY	
check	<p>Introduction</p> <ul style="list-style-type: none"> • background information to the topic • thesis statement <p>Body Paragraphs</p> <ul style="list-style-type: none"> • topic sentence • supporting sentences • developing sentences <p>Conclusion</p> <ul style="list-style-type: none"> • summary • recommendation



PUNCTUATION

check

full stops used at the end of a sentence

commas used correctly:

- separate items in a **list**
- when a **subordinate clause** begins the sentence
- when sentences are joined by coordinating conjunctions **and**, **or** or **but**, a comma is unnecessary provided both verbs have the same subject
- after **linking words** such as: *listing words* (first of all, second, finally, subsequently), *ideas which are similar or equal* (also, furthermore, moreover, in addition), *ideas which are opposite* (however, on the other hand, nevertheless, nonetheless), *examples* (for example, for instance), *giving a result* (accordingly, as a consequence, consequently, therefore), *conclusion* (In conclusion, to summarise, in summary), *showing similarities* (similarly, likewise, also)

a **capital letter** begins a sentence

SPELLING

check

plural noun endings formed correctly

- if the word ends in a **consonant + y**, change the **y** to an **i** and add **es** (city – cities)
- words that end in a **vowel + y**, add **s** only (key - keys)
- usage varies for words ending in **o**: some add **es** others **s** and some are formed either way (tomato –tomatoes, radio – radios, volcano – volcanos/volcanoes)
- **f** or **fe** endings, change **f** to **v** and add **-es** (life – lives, compare: wharf – wharfs/wharves)
- irregular plurals (man – men, woman – women)
- some nouns that end in **s** are singular (news, athletics, economics, gymnastics, the United Nations)
- for abbreviations and numbers add **s** (DVDs, 1980s)
- plural of foreign nouns form plurals in other ways (medium – media, criterion – criteria, datum – data)