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## 培训类写作详解

来源: [www.ielts.org](http://www.ielts.org)

概述:

### Module format

IELTS General Training Writing lasts a total of 60 minutes. The paper consists of 2 tasks (Writing Task 1 and Writing Task 2) and candidates must answer BOTH tasks.

### Answer format

Candidates write their answers in pen or pencil on Answer Sheets provided.

### Timing

Students are advised to spend 20 minutes on Task 1 and 40 minutes on Task 2. They must complete both tasks in one hour.

### Task 1

Candidates are asked to write a personal informal, semi-formal or formal letter, responding to a given problem or situation. Input to Task 1 includes a brief description of the problem or situation followed by 3 bullet points which tell the candidate what information is required in the letter. Candidates must write at least 150 words for this task.

Writing Task 1 assessment is based on the following criteria:

- 1) Task Achievement
- 2) Coherence and Cohesion
- 3) Lexical Resource
- 4) Grammatical Range and Accuracy

### Task 2

The input to Task 2 consists of a statement of a point of view, argument or problem about a specific topic. This is followed by instructions asking candidates to discuss the topic by providing general factual information, outlining and/or presenting a solution, justifying an opinion, or evaluating ideas and evidence. Candidates are expected to produce a discursive piece of writing. Candidates must write at least 250 words for this task.

Writing Task 2 assessment is based on the following criteria:

- 1) Task Response
- 2) Coherence and Cohesion
- 3) Lexical Resource
- 4) Grammatical Range and Accuracy

Each of the tasks is assessed separately by a trained and qualified examiner and given a score. Writing Task 2 is worth more marks than Writing Task 1 so candidates should be sure to leave plenty of time to complete Writing Task 2. From July 1 2007 General Training Writing band scores will be reported in whole bands or half bands.

### 写作任务 1

*题型解读:*

#### **What do candidates need to do to answer Task 1?**

They need to write an informal, semi-formal or formal personal letter of at least 150 words.

#### **How do candidates know what to write about?**

The task instructions give them information about a problem or situation and tell them

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what kind of information they must give when responding to this problem or situation in the form of 3 bullet points.

**What kind of information must candidates give?**

They need to request or give information and/or explain a problem. To do this, they may need to do some of the following:

- ask for and/or provide general factual information
- express needs, wants, likes or dislikes
- express opinions or complaints
- make requests/make suggestions/recommendations.

**What kind of problem or situation do candidates write about?**

The problems or situations they are asked to write about are common everyday ones such as:

- writing to a college accommodation officer about problems with accommodation
- writing to a new employer about time management problems they are having
- writing to a local newspaper about a plan to develop a local airport
- writing to a renting agency to sort out problems with the heating system in their house
- writing to an English-speaking friend inviting them to a party.

**What style must candidates write in?**

It depends who they are asked to write to and how well they are supposed to know them, i.e. the audience. They need to write in a style that is appropriate for their audience and that will help them to achieve their purpose for writing e.g. writing to a friend (informal), writing to a manager (formal).

**What other skills must candidates have to complete this task?**

- Analysing exam questions accurately
- Following exam instructions
- Following English letter writing conventions i.e. what order to put information in, what style to use, how to start and finish a letter, how to lay out a letter
- Using language accurately and appropriately
- Organising and linking information coherently and cohesively.

Candidates do not need to include any addresses on their letters.

**How is Task 1 assessed?**

Examiners assess the answer according to these criteria:

- Task Achievement (i.e. how clearly the purpose of the letter is presented, and how fully and appropriately the bullet points are addressed)
- Coherence and Cohesion (i.e. how well the information and ideas are organised, and how well the information is linked)

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- Lexical Resource (i.e. the range of vocabulary used, how accurately it is used and how appropriate it is for the task)
  - Grammatical Range and Accuracy (i.e. the range of structures used, how accurately they are used and how appropriate they are for the task).

**Are there any other regulations candidates need to know?**

- Candidates must write their answers on the Answer Sheet provided.
- If they write less than the minimum word limit they will be penalised.
- They will be penalised for irrelevance if the response is off-topic.
- They will be severely penalised if their writing is plagiarised (i.e. copied from another source).
- They will be penalised if their answer is not written as full connected text (e.g. using bullet points in any part of the response, or note form, etc).

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[http://www.tigtag.com/test/UploadFiles\\_1207/200808/pdf/GT%20W%20Sample%20Task%201.pdf](http://www.tigtag.com/test/UploadFiles_1207/200808/pdf/GT%20W%20Sample%20Task%201.pdf)

**写作任务 2**

*题型解读:*

**Is Task 2 compulsory?**

Yes, it is. Because Task 2 carries more mark, candidates who fail to attempt to answer this task will greatly reduce their chance of achieving a good band.

**What do candidates need to do to answer Task 2?**

They need to write a discursive piece of at least 250 words.

**How long does it take?**

Candidates are asked to spend no more than 40 minutes on this task.

**How do candidates know what to write about?**

The task instructions give information about a point of view, argument or problem. The instructions then tell candidates how to discuss this.

**What does the discussion involve?**

To discuss, candidates may need to do one of the following:

- provide general factual information
- outline and/or present a solution
- justify an opinion
- evaluate evidence and ideas.

**What kind of topics do candidates need to write about?**

General interest topics, such as:

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- whether children's leisure activities should be educational
  - why families are not so close as they used to be and how they could be brought closer
  - who should pay for the care of old people
  - whether smoking should be banned in public places

**What style must candidates write in?**

Semi-formal/neutral. Discursive writing is usually written in this style, even when a specific reader is not identified.

**What other skills must candidates have to complete this task?**

- Analysing exam questions accurately.
- Following exam instructions.
- Following English discursive writing conventions, i.e. what order to put information in, what style to use, how to start and finish discursive writing, how to paragraph.
- Organising and linking information coherently and cohesively.
- Using language accurately and appropriately.

**How are answers assessed?**

Examiners assess the answers according to these criteria:

- Task Response (i.e. how fully and appropriately the candidate has answered all parts of the task; the extent to which the candidate's ideas are relevant, developed and supported; the extent to which the candidate's position is clear and effective)
- Coherence and Cohesion (i.e. how well the information and ideas are organised and presented, including paragraphing; how well the information is linked)
- Lexical Resource (i.e. the range of vocabulary used, how accurately it is used and how appropriate it is for the task)
- Grammatical Range and Accuracy (i.e. the range of structures used, how accurately they are used and how appropriate they are for the task)

**Are there any other regulations the candidate needs to know?**

- They must write their answers on the answer sheet provided.
- If candidates write less than the minimum word limit they will be penalised.
- They will be penalised for irrelevance if the response is off-topic.
- Any writing which is plagiarised (i.e. copied from another source) will be severely penalised.
- They will be penalised if their answer is not written as full connected text (e.g. using bullet points in any part of the response, or note form etc.)

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写作评分方法:

Task 1 scripts are assessed on the following criteria:

- Task Achievement (i.e. how clearly the purpose of the letter is presented, and how fully the bullet points are addressed)
- Coherence and Cohesion (i.e. how well the information and ideas are organised, presented and linked)
- Lexical Resource (i.e. the range of vocabulary used, how accurately it is used and how appropriate it is for the task)
- Grammatical Range and Accuracy (i.e. the range of structures used, how accurately they are used and how appropriate they are for the task)

Task 2 scripts are assessed on performance on the following areas:

- Task Response (i.e. how fully and appropriately the candidate has answered all parts of the task; the extent to which the candidate's ideas are relevant, developed and supported; the extent to which the candidate's position is clear and effective)
- Coherence and Cohesion (i.e. how well the information and ideas are organised, presented and linked)
- Lexical Resource (i.e. the range of vocabulary used, how accurately it is used and how appropriate it is for the task)
- Grammatical Range and Accuracy (i.e. the range of structures used, how accurately they are used and how appropriate they are for the task)

These [sample scripts](#) can give you and your students a good idea of the level they need to reach. The examiners' comments at the bottom of each are also helpful in pinpointing areas of concern. You can use these samples to help students develop a more critical eye towards their own work.