

# English Skills Test

General

## Writing test advice for the candidate

### What do I need to know about my test?

- You have 45 minutes to complete the Writing test.
- There are two tasks in the test. Each task has a suggested time to spend, and a range of words to aim for.
- Try to write as much as you can for each task. This will give you the best chance to show your writing ability. There is a word count function to show you how many words you have written.
- Make sure you leave enough time for both parts of the test. Use all the time available to plan and write your answers. There is a timer to show you how many minutes you have spent on the test.
- Read the tasks carefully and consider ways to develop your answer. You can use a pen and paper to plan your answer or list your ideas before you start typing.
- Be careful with your typing because there is no spellcheck! If you have some time at the end of the test, read your answers again to check for spelling mistakes, spaces, full stops and capital letters.
- Look at the [sample test](#) and read the information on the test so that you are familiar with the tasks and how to move through the test.



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Task type 1	<p><b>Email task</b></p> <div> <p><b>Part 1</b></p> <p>You should spend about 20 minutes on this task.</p> </div> <p>You have received this email from a friend who you went to college with.</p> <div> <p>Do you know it will soon be five years since we finished college? I think we should contact our old friends and arrange to meet again. Have you got any ideas about what we could do to celebrate and when? Write and tell me Jan</p> </div> <p>Write an <b>email</b> to Jan:</p> <ul style="list-style-type: none"> <li>• suggest a good way to celebrate with your old college friends</li> <li>• explain when would be the best time for the celebration</li> <li>• offer to help organise the celebration</li> </ul> <p>Try to write <b>100 - 200</b> words.</p>
Time and no. of words	<p>You should spend around 20 minutes on Part 1.</p> <p>Write between 100 – 200 words.</p>
Testing focus	<p>Using a range of structures and vocabulary in an appropriate register with coherent organisation of ideas</p>
Advice	<ul style="list-style-type: none"> <li>• You should spend about 20 minutes on this task.</li> <li>• Read the task instructions and input message carefully.</li> <li>• Plan your answer so that you include all the information that is required.</li> <li>• Try to write your answer in a style and format that is appropriate to the audience specified in the task instructions.</li> <li>• Try to link your ideas together so that your writing is easy to follow.</li> <li>• Think about how you can use paragraphs effectively.</li> </ul> <p>Try to use a variety of vocabulary and grammatical structures.</p>
Preparation	<ul style="list-style-type: none"> <li>• Practise writing short messages and emails to your family and friends and others in English.</li> <li>• Practise writing within a time limit so that you know how to manage your time.</li> <li>• Practise writing online using <a href="https://writeandimprove.com/">https://writeandimprove.com/</a></li> </ul>



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Task type 2	<p><b>Writing to a wider audience</b></p> <div> <p><b>Part 2</b></p> <p>You should spend about 25 minutes on this task.</p> </div> <p>The town where you live has a website where local people can discuss local issues. You are concerned about the increase in car and truck traffic in the town and have decided to post your comments on the town website.</p> <p>Write your <b>comments</b> for the town website.</p> <p>Write about:</p> <ul style="list-style-type: none"> <li>• why you think the amount of traffic is increasing in your town</li> <li>• what problems the increased traffic is causing in your town</li> <li>• how the amount of traffic in your town could be reduced</li> </ul> <p>and any other points you think are important.</p> <p>Try to write <b>100 - 250</b> words.</p>
Time and no. of words	<p>You should spend around 25 minutes on Part 2.</p> <p>Write between 100 – 250 words.</p>
Testing focus	Using a range of structures and vocabulary in an appropriate register with coherent organisation of ideas
Advice	<ul style="list-style-type: none"> <li>• You should spend about 25 minutes on this part.</li> <li>• Read the task instructions carefully.</li> <li>• Try to write your answer in a style and format that is appropriate to the audience specified in the task instructions</li> <li>• Try to link your ideas together so that your writing is logical and easy to follow.</li> <li>• Think about how you can structure your answer and use paragraphs effectively.</li> <li>• Try to use a variety of vocabulary and grammatical structures.</li> </ul>
Preparation	<ul style="list-style-type: none"> <li>• Practise writing within a time limit so that you know how to manage your time.</li> <li>• Practise writing online using <a href="https://writeandimprove.com/">https://writeandimprove.com/</a></li> </ul>