

Writing test tips:

- Think carefully about each task and be sure to make notes if that helps you.
- Underline or highlight key words in the tasks to ensure you are aware of what you need to do.
- Spend time planning your answers before you write them.
- Use a clear paragraph structure, put one idea in each paragraph.
- Don't repeat the same ideas by using different words.
- Don't copy entire sentences from the question – you will not get any marks for this.
- Stick to the relevant subject and don't write about unrelated topics.
- Make sure you manage the time you have carefully. Keep in mind that Task 2 is worth twice as much as Task 1.
- Try to spend approximately 20 minutes on Task 1 and about 40 minutes on Task 2.
- Keep in mind how many words are required for each task. If you don't write at least 150 words for Task 1 and a minimum of 250 words for Task 2 then you will lose marks.

- Practice by learning roughly how long 150 words and 250 words look when written in your own handwriting. During the test, you won't have time to count them.
- Do not write your answers in bullet points or in short notes, you need to write your answers in full sentences or you will lose marks.
- Pay close attention to your grammar, punctuation and spelling. If you make mistakes, you will lose marks.
- Try to use formal language.
- Examiners can spot 'model answers', so do not memorise them and use them in your test or it will be deemed invalid.
- Make sure you spend a few minutes re-reading and amending your answers where necessary.