

Features chapters on  
summary guidelines for  
each section of the test

# IELTS EBOOK

*SECOND EDITION*

*A summary of guidelines and more for  
each section of the IELTS test.*

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## CHAPTER 1

# READING SECTION

## ACADEMIC VS GENERAL IELTS

*There are two types of exams for the IELTS: Academic and General.*

*This matters because the **reading and writing sections** are **different** for the academic vs. general test.*

*The **listening and speaking sections** are the **same** for both tests.*

*Apply for the Academic IELTS when looking to study in universities in English speaking countries.*

*Apply for the General IELTS when looking to emigrate to an English speaking country for work.*



## CHAPTER 1.1

# READING CHART

## ACADEMIC VS. GENERAL IELTS CHART OF EXPECTATIONS

Test type	Time	Passages or Sections	Style of reading passage	Number of questions
Academic	60 mins	3 passages	Long academic passages (similar to university content)	40
General	60 mins	3 sections (with 1 or 2 texts)*  *passages get more difficult as you move through the sections	Section 1: Every day life (social context)  Section 2: Work context (training at work)  Section 3: General interest topic (relevant to society)	40



## CHAPTER 1.2

# READING TYPE QUESTIONS

*There are eleven (11) types of reading questions.*

*Types cover:*

**Basic Information Skills** - recall and comprehension

**Inferencing Skills** - implicit (hidden) meaning rather than explicit meaning

**Reading to Learn Skills** - recognize the organization, purpose of passage, deciphering between minor and major details

*Try to spend only 20 minutes on each of the 3 reading sections or passages.*





## CHAPTER 1.2.1

## READING TYPE QUESTIONS CHART

## FOR BOTH ACADEMIC &amp; GENERAL\*

Basic Information Skills (recall and comprehension)	Inferencing Skills (pragmatic understanding of opinions)	Reading to Learn Skills
<ul style="list-style-type: none"> <li>Matching Heading Questions</li> <li>Matching Paragraph Information Questions</li> <li>Summary Completion Question</li> <li>Sentence Completion Question</li> <li>Multiple Choice Question</li> <li>Matching Sentence Endings</li> </ul>	<ul style="list-style-type: none"> <li>True/False/Not Given/ Yes/No/Not Given</li> <li>Choosing a Title</li> <li>Categorization Questions</li> </ul>	<ul style="list-style-type: none"> <li>List Selection</li> <li>Table Completion</li> <li>Flow Chart Completion</li> <li>Diagram Completion Questions</li> <li>Short answer questions</li> </ul>

*\*Not all question types listed above may appear on your test.*



## CHAPTER 1.3

# READING SCORES CHART

## ACADEMIC VS GENERAL

*Both tests are scored using the same scale (1 point for each correct answer), however to achieve a higher band score with the general exam means you need a higher raw score.*

*Raw scores calculated out of 40, then converted to reflect a band score.*

*You don't lose any points for guessing – so answer all questions!*

Exam	Band 5	Band 6	Band 7	Band 8	Band 9
Academic	15 / 40	23 / 30	30 / 40	35 / 40	36 / 40
General	23 / 40	30 / 40	34 / 40	38 / 40	39 / 40





#### CHAPTER 1.4

# READING SECTION TIPS

## ACADEMIC VS GENERAL

*You should read a variety of academic material ranging from the sciences (arts, life, physical, social) and history. Academic language will not only help you in the reading section, but also for listening and writing.*

*Be aware that the phrasing of the **key words** in the question and answer options may be different to the words used in the reading passage. This is testing your ability to identify the same ideas that are expressed through **synonyms** and **paraphrasing**.*

*In addition, you should watch out for **distractors**, answers that appear to be correct but in fact are not. Use **process of elimination** to remove the **incorrect choices** as they are **easier to recognize**.*

*It is also important to **only use evidence that you read in the passages**, and not from imagination or previous knowledge.*

## Final notes...

To save time, test takers should start by underlining key words in the questions and relate them to the paragraphs in the passage.

It is better to read paragraph by paragraph instead of the whole passage.

You will see that reading questions match the reading content they reference. For example question 1 relates to paragraph 1.

You should use skimming and scanning to help you find the key information from the passage to answer the questions.

**DO NOT SPEND TIME REREADING THE PASSAGE!**

Use active reading the first time you read the passage in order to highlight key pieces of information.



## CHAPTER 2

# LISTENING SECTION

## ACADEMIC & GENERAL

*You will be presented with four types of listening materials. You will be required to fill out the missing information.*

Listening Material	Number of questions
Part 1 - A conversation between 2 people : social context	1 -10
Part 2 - A speech or talk by one person : social context	11 - 20
Part 3 - Conversation between up to 4 people : academic context	21 - 30
Part 4 - A talk by one person on a subject : academic context	31 - 40





## CHAPTER 2.1

# LISTENING QUESTION TYPES

## ACADEMIC & GENERAL

*You can choose to answer the questions using a paper – based test or a computer – based test. With the paper based test you have 10 minutes to fill in your answers to the questions. You will have only 2 minutes to review your answers on the computer based test.*

*There are 10 possible types of questions for the listening section. You may see only 5 of these questions on your test.*

Type of Questions	Type of Questions
Matching	Sentence completion
Multiple choice	Summary completion
Note completion	Short answer questions
Form completion	Map, diagram & planning labelling
Table Completion	Flowchart completion



## CHAPTER 2.1.1

## LISTENING QUESTIONS EXPLAINED

**ACADEMIC & GENERAL**

Type of Questions	Main points explained
Matching	Most commonly used in part 1, you will match items with its description.
Multiple choice	Choose the correct answer from a list of choices.
Sentence completion	Fill in the missing word to complete the sentence, pay close attention to the idea of the sentence, and not the exact words, as the speaker may use different words to convey meaning.
Form completion	Most commonly used in part 1, you will look for specific information to complete a form.
Note Completion	The question can take on many forms, with the most common being used in the academic context (i.e notes on a lecture).





## CHAPTER 2.1.2

## LISTENING QUESTIONS EXPLAINED

**ACADEMIC & GENERAL**

Type of Questions	Main points explained
Table completion	You will be required to fill in the missing word to complete the sentence given in the table.
Summary completion	Most commonly used in part 4 of the listening test. You will be given a part of the transcript of the audio recording and you will need to write in the correct word missing from the summary paragraph.
Short answer questions	Most commonly used in part 2, this question will ask you to identify specific information about a topic.
Plan/Map/ diagram Labelling	You'll be given a plan of a building, a map of a specific location or a diagram of something and where you must fill in the missing labels.
Flowchart completion	Most commonly used in part 3, you will be asked to complete the missing information in a process, where the flowchart represents a process.



## CHAPTER 2.2

# LISTENING TASKS EXPLAINED

## ACADEMIC & GENERAL

*There will be instructions told to you before the audio plays.*

*You will have time to look at the questions before the audio begins to play.*

**Note: The recordings will be played only once.**

*You will have to answer the questions as the audio plays as it will not play again.*

*The audio will be broken down to only a certain number of question sets (ex. 1 – 5, 6 – 10).*

*Your job may be to write down information or fill in the blanks with the missing information from the conversation for each question set.*



### CHAPTER 2.3

# LISTENING SECTION TIPS

## ACADEMIC & GENERAL

*Listen frequently to different types of materials from various subject areas (sciences, social sciences, arts, business and others).*


*Listen to different types of accents (American, Australian, British, Canadian).*

*Watch movies and TV shows and listen to the radio.*

*Listen and take notes on talks you hear on YouTube or on TV.*

*To get a band score of 7 or higher you need at least 30 out of 40 questions correctly answered.*

*You should guess if you don't know the answer since you don't lose points for guessing!*

A woman with brown hair is wearing large white over-ear headphones. She is smiling and looking down, with her hand near her face. She is wearing a black top and a silver metal-link watch on her left wrist. The background is a soft-focus outdoor scene with green foliage.

### *Final notes...*

- *Take notes while you listen, focusing only the major points connected to the main idea.*
- *Pay attention to new words expressed by the speaker.*

*Write these words down in your notes*

- *These words may be repeated and will be often tested on those words.*
- *Listening questions must be answered in order. Once you click ok you can't go back to the previous question.*





## CHAPTER 3

# SPEAKING SECTION

## ACADEMIC & GENERAL

*This section takes 11 - 14 minutes to complete and is designed to test how well you use the English language in the academic sense or in the general sense of conversation.*

*You will have a conversation in real-time with a certified examiner. The examiner will also record the your responses. This section contains the following three (3) parts;*

### Task #1

- *In this part the examiner will ask you a personal type question, where there is no "right" or "wrong" answer in how you respond.*

### Task #2

- *This part asks you to read a topic card and then talk about the topic answering guided questions given on the card.*

### Task #3

- *The examiner will ask more questions based on the topic introduced in part 2.*





## CHAPTER 3.1

# SPEAKING TASK #1

## ACADEMIC & GENERAL

*In this part you will be asked to answer on familiar topics such as home, family, work, hobbies or interests.*

*Sample questions will ask you to describe places/family/work in the general sense.*

*Example question. What's the most interesting part of your city/town/village? (possible responses could include information on the history, culture, or food)*

*This part of the test will last for 4 to 5 minutes.*

*Remember: Speak about an experience that stands out to you about your familiar topic. Speak from the mind and heart, don't use a formulaic answer. Your response should engage the examiner to want to know more!*



## CHAPTER 3.2

# SPEAKING TASK #2

## ACADEMIC & GENERAL

*In this part of the test you will be asked to read a card with a particular topic question which will include key points that you should talk about.*

*You will be given **one minute** to prepare your answer using provided pencil and paper to make notes.*

*You will also find on the card a list of ways to respond to the question. For example, it may want you to answer the question "Where did you get it from?".*

*You will speak for 1-2 minutes, and then the examiner will ask you a follow up question.*

*This part will take 3-4 minutes in total.*

*Remember: Relate the questions given on the card to the topic.*

**A SAMPLE QUESTION MAY ASK YOU TO DESCRIBE:**

**SOMETHING YOU OWN THAT IS VERY IMPORTANT TO YOU**



### CHAPTER 3.3

# SPEAKING TASK #3

## ACADEMIC & GENERAL

*This part of test will be more of a two – way discussion between you and the examiner and may be connected to the topic presented in part 2.*

*This part of the test will last 4-5 minutes.*

**Be sure to answer as many of the 5 Ws (Who, What, Where, When, Why) when responding to questions.**

*Sample questions may include; What kind of things give **status** to people in your country?*

*Think of how you will answer questions about that topic.*

*(possible answers may be individual career choice, family connections, or family wealth).*



## CHAPTER 3.4

# SPEAKING SECTION SCORES

## BAND DESCRIPTORS

Four (4) categories

- Fluency and Coherence (FC)
- Lexical Resource (LR)
- Grammatical Range and Accuracy (GRA)
- Pronunciation (P)

Band scores range from 0 to 9.

To receive a band score of 0 basically means you did not meet with the examiner.

To receive a band score of 9 basically means you are as confident in speaking as a native English speaker.

Click [here](#) for your free copy of the IELTS band descriptors.

**Source:** [www.ielts.org](http://www.ielts.org)

**NOTE:**  
**ON THE ACADEMIC OR  
GENERAL TESTS**

**A BAND SCORE OF 7  
OR HIGHER IS THE  
STANDARD LEVEL OF  
ACCEPTANCE INTO  
PROGRAMS**






### CHAPTER 3.5

# SPEAKING SECTION TIPS

## ACADEMIC & GENERAL

1. *RELAX! Examiners will score you based on your overall performance, don't worry about little mistakes that can distract your thinking.*
2. *Be organized, clear, concise (to the point), and well-paced so that you don't lose focus.*
3. *Do not rush your answers, pause to think and form your responses as you normally would with friends or colleagues.*
4. *Be true to yourself and honest in your responses. Do not respond thinking that you have to tell the examiner what he or she expects to hear.*
5. *Use a variety of sentences in your response, but do not use words that are overly complicated for you to say.*



A photograph of two women sitting on a white, modern, angular bench in a contemporary interior. The woman on the left is a Black woman with her hair in a bun, wearing an orange top and a patterned skirt. The woman on the right is a white woman with long brown hair, wearing a white cardigan over a dark top and black pants. They are both smiling and looking at each other. The background features a wall with a complex, geometric, low-poly pattern in shades of gray. The floor is made of large, dark gray tiles.

*Final notes...*

*Watch yourself speak!*

*Do you speak too fast, too slow, or take  
too many pauses?*

*Remember to be you!*

*Don't lie when it comes to personal  
experience, just be honest.*

*Stay calm!*

*It can become easy to get nervous  
speaking to a person you know is  
scoring you on how you speak.*

*Instead, focus on how good you are at  
staying on task and getting to the point  
when answering questions.*



## CHAPTER 4

# WRITING SECTION

## ACADEMIC VS GENERAL

*There are two writing tasks.*

- Writing Task 1 counts for 33%
- Writing Task 2 counts for 67%

*of the overall score.*

*The total time allowed in this section is 60 minutes.*

*The writing section for the academic test is generally thought to be harder than the general writing test since it is university based.*







## CHAPTER 4.1

# WRITING TASK #1

## OUTLINE OF ACADEMIC VS GENERAL

Exam Type	Task outline	Word Count	Time Permitted
Academic	<p>You will be required to write a <b>report</b> based on a given chart.</p> <p>The chart could be; a bar graph, pie chart, line graph, table, map, diagram/process.</p>	<p>Word count is suggested to be between 150 and 225 words.</p> <p><b>Points will be lost for a word count under 150.</b></p>	20 minutes
General	<p>You will be required to write a <b>letter</b>.</p> <p>A list of points to be written in the letter is given to you.</p> <p>Letters may be formal, informal, or semi-formal.</p>	<p>Word count is suggest to be between 150 – 200 words</p> <p><b>Not recommended to exceed 200 words</b></p>	20 minutes



## CHAPTER 4.1.1

# WRITING TASK #1 TIPS

## ACADEMIC VS GENERAL

Exam Type	Tip # 1	Tip # 2	Tip # 3
Academic	<p>Understand the format all the different chart or diagram structures that may appear on the exam.</p> <p>Begin your introduction with an attention grabbing statement clearly indicating a response to the task.</p>	<p>Plan out your writing plan. Give yourself 2 – 3 minutes to create an outline, 15 minutes to write, and 2 - 3 minutes to edit your writing.</p>	<p>Be sure to make use of grammar and vocabulary words as you highlight the important points you will talk about when describing your chart or diagram.</p>
General	<p>Understand the format of the different kinds of letter structures.</p>		<p>Be sure to make use of grammar and vocabulary words as you highlight the important points you will talk about in the body of your letter.</p>





## CHAPTER 4.2

# WRITING TASK #2

## OUTLINE OF ACADEMIC VS GENERAL

Exam Type	Task outline	Word Count	Time Permitted
Academic	<p>You will be required to write an <b>essay</b> given any of the following organizational category types:</p> <ul style="list-style-type: none"> <li>• Persuasive (opinion)</li> <li>• Discussion</li> <li>• Advantage vs. Disadvantage</li> <li>• Direction answer questions</li> <li>• Problem / solution</li> </ul>	Word count is suggested to be over 250 words.	40 minutes
General	<p>You will be required to write an <b>essay</b> as similar to the styles required in the academic writing but topics are simpler and questions are easier to answer.</p>	Word count is suggested to be over 250 words.	40 minutes



## CHAPTER 4.2.1

# WRITING TASK #2 TIPS

## ACADEMIC VS GENERAL

Exam Type	Tip # 1	Tip # 2	Tip # 3
Academic or General	<p>Understand the format of the different writing styles that may appear on the exam.</p> <p>Begin your introduction with an attention grabbing statement clearly indicating a response to the task.</p>	<p>Plan out your writing plan. Give yourself 5 minutes to create an outline, 30 minutes to write, and 5 minutes to edit your writing.</p>	<p>Be sure to make use of transition words as you highlight the important points you will talk about in the body of your essay, and then paraphrase your introduction as your conclusion.</p>



## CHAPTER 4.3

# WRITING SECTION SCORES

## BAND DESCRIPTORS

Your writings will be scored (and given a band score) based on the following four (4) criteria;

- Task Achievement (for Task 1) / Task Response (for Task 2)
- Coherence and Cohesion
- Lexical Resource
- Grammatical Range and Accuracy

The criteria are weighted equally (each 25%) and the overall score on the tasks is the average of these four scores.

Band scores range from 0 to 9.

Click [here](#) for a detailed description of the band descriptors for writing task #1.

Click [here](#) for the band descriptors for writing task #2.

**NOTE:**  
**ON THE ACADEMIC OR**  
**GENERAL TESTS**

**A BAND SCORE OF 7**  
**OR HIGHER IS THE**  
**STANDARD LEVEL OF**  
**ACCEPTANCE INTO**  
**PROGRAMS**



### *Final notes...*

*You could still get a top score with minor mistakes in grammar and vocabulary, so long as it does not interfere with the overall meaning and fluency of the writing.*

*Don't use memorized responses in your writing. It will cause your score to go down.*

*Focus on developing a well established response that is easy to read and follow and makes proper use of information provided in the task.*





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Thank you for taking the time to learn more about the IELTS test with me.

The material presented in this ebook is meant to be a guide in helping individuals prepare to take any of the IELTS tests.

Visit the Edukitchen website to find useful links to help you with practice guides in helping you to answer the IELTS questions for each section of the test.

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