

# Mini ~~The Complete~~ Guide To IELTS

**Inside the Mini Guide:**

Free IELTS preparation tasks  
Teaching tips  
IELTS scoring information  
Find the perfect IELTS material

Course and exam information, free photocopiable activities and more!

## Welcome to The Mini Guide To IELTS

Dear Teacher,

To celebrate *The Complete Guide To IELTS* we have created The Mini Guide To IELTS, a useful pocket-sized guide filled with handy photocopyable tasks, teaching tips and more!

The sample tasks in this mini guide are taken from *The Complete Guide To IELTS* and are designed to be used as part of a sequence that deconstructs the skills involved in each task type so they aren't truly standalone. However, they do make fantastic practice for any IELTS student!

We hope you enjoy using them.

Happy teaching!

The Team at National Geographic Learning

Top Tips for Teaching IELTS

An overview of *The Complete Guide To IELTS*

IELTS preparation tasks

What's inside the Mini Guide To IELTS?

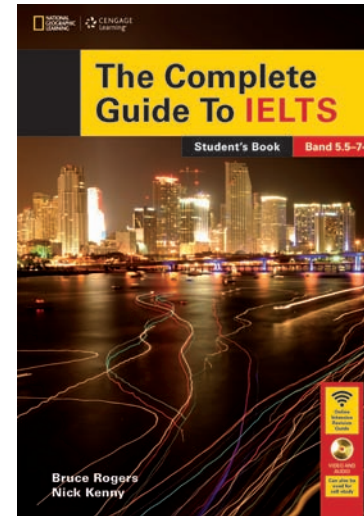
Information about IELTS scoring

Information about the Academic and General Training exams

Find the IELTS material that is right for you!

## Overview of The Complete Guide To IELTS

Try out some of the preparation tasks from *The Complete Guide To IELTS* inside this handy mini guide!



### The Complete Guide To IELTS

Bruce Rogers & Nick Kenny

Bands 5.5 - 7+

CEFR: B2 – C1

*The Complete Guide To IELTS* deconstructs the IELTS test and works systematically through each paper, covering all task types, text types and skills. No stone is left unturned. The material can be used in class or by students working on their own.

- Each lesson offers task analysis, sample questions, tips and tactics, and skills-building exercises
- Separate vocabulary lessons deal with the common lexical features and topics of the IELTS reading passage types and listening sections
- Engaging and motivating National Geographic video lessons increase students' familiarity with the listening task types
- A Language Resource Bank provides a comprehensive grammar reference and practice exercises covering all the grammar needed for the test
- Speaking Test videos and worksheets build students' confidence by showing real students completing full IELTS Speaking test interviews
- Contains a full practice test

#### For Students:

Student's Book + DVD-ROM + Access Code  
Interactive Student's eBook

#### For Teachers:

Teacher's Book + DVD-ROM + Class Audio CD  
Intensive Revision Guide Interactive Whiteboard

#### Intensive Revision Guide

Every Student's Book contains a code giving free access to online practice. In the days running up to the exam, students can focus intensively on eliminating mistakes that will cause them to throw away marks. The Intensive Revision Guide sensitises students to common pitfalls, then drills them in how to avoid them. It covers the following areas:

##### Listening

Spelling mistakes  
Numbers, dates and times  
Singular or plural?  
Not following instructions  
Problems with maps  
Background knowledge is dangerous!  
Jumping to conclusions  
Not using the time effectively

##### Reading

Spelling mistakes  
Not following instructions  
Jumping to conclusions  
Using the wrong strategies  
Careless reading  
Incomplete reading  
Missing clues in questions  
Grammar mistakes

##### Writing

Including too much detail  
Not identifying the main idea  
Using the wrong tenses  
Not answering the question  
Not giving supporting examples  
Using the wrong register  
Repeating words from the question  
Incohesion

##### Speaking

Feeling nervous  
Not answering the question  
Not using planning time  
Using the wrong tenses  
Over-complicating your answer  
Not extending your answer  
Repeating yourself  
Grammar mistakes

Can also be used on a tablet!

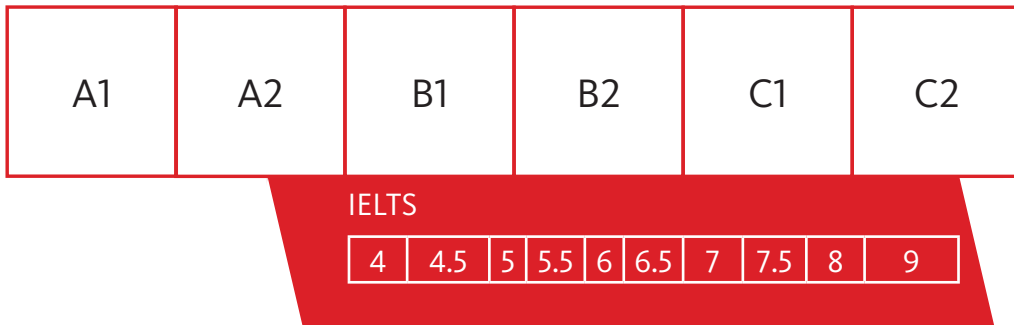
**Format of the Academic and General Training IELTS exams**

Listening: Academic and General Training	
4 sections (30 minutes + 10 minutes transfer time)	
Reading: Academic	Reading: General Training
3 texts (60 minutes)	3 sections (60 minutes)
Writing: Academic	Writing: General Training
2 tasks (Task 1 = 20 minutes/Task 2 = 40 minutes)	2 tasks (Task 1 = 20 minutes/Task 2 = 40 minutes)
Speaking: Academic and General Training	
3 sections (11-14 minutes)	
<ul style="list-style-type: none"> <li>The IELTS exam is scored according to a 9-Band scale. You will get a score for each section. The average of these 4 marks is your Overall Band Score.</li> <li>The total test time is 2 hours 45 minutes. The first three modules - Listening, Reading and Writing - must be completed in one day. The Speaking Module may be taken, at the test centre's discretion, in the period seven days before or after the other Modules.</li> </ul>	

*Adapted from Exam Essentials Practice Tests 2: IELTS*

**Overview of how IELTS maps to the CEFR**

Common European Framework of Reference (CEFR)



**Bruce Rogers**

Bruce Rogers is a writer, teacher and editor, who has written and co-written several popular exams textbooks.



**Nick Kenny**

Nick Kenny is an established EFL author, specialising in preparation and practice materials for the University of Cambridge examinations.

**General Tips**

Prepare your students with practice tests under exam-like conditions, following the time limits for each section of the test.

Be sure your students are familiar with the format of the test; encourage them to have a clear 'map' of the test in their mind.

**Speaking Tips**

Make sure your students don't give memorised answers or try to prepare their answer before the test, remind them to remain confident and relaxed.

Encourage students not to give short answers to questions or respond with a simple yes or no but to give details and examples when they speak.

**Reading Tips**

Reassure students that they do not need to understand every detail and it doesn't matter if there are words they are not familiar with.

Familiarise your students with the format of the many question types and make sure they understand the importance of reading the instructions for each set of questions carefully.

**Listening Tips**

Highlight the importance of reading the questions carefully - encourage your students to try to predict what kind of information they will need to answer the questions.

Spelling counts! Remind your students that when transferring their answers to the answer sheet they should check their spelling carefully.

**Writing Tips**

Don't begin writing immediately! Train your students to always organise their thoughts and make notes before beginning to write.

Ensure students know not to copy long phrases or sentences from the writing prompt but to use their own words.



Find more great tips in *The Complete Guide To IELTS*

### Skills-building exercises

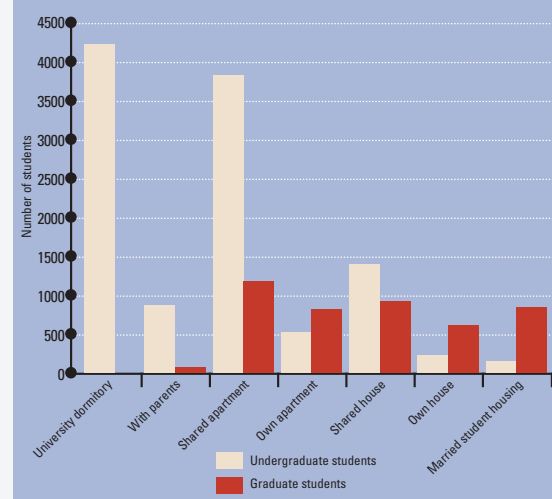
**4 Read the pairs of statements (1–6). Underline the important words and ideas in each statement.**

- 1 **A** The recipes in the book *Apicius* are much older than the book itself.  
**B** The recipes in the book *Apicius* are 1,500 years old.
  - 2 **A** The book *Apicius* provides plenty of information about the life of Marcus Gavius Apicius.  
**B** The book *Apicius* provides very little information about the life of Marcus Gavius Apicius.
  - 3 **A** Apion's book about Marcus Gavius Apicius is no longer available to read.  
**B** Apion's book about Marcus Gavius Apicius is still popular today.
  - 4 **A** It is widely thought that Marcus Gavius Apicius wrote the recipes in *Apicius*.  
**B** It is widely doubted that Marcus Gavius Apicius wrote the recipes in *Apicius*.
  - 5 **A** The book *Apicius* includes recipes that are still in use today.  
**B** The book *Apicius* includes recipes for dishes that are familiar today.
  - 6 **A** The ingredients used in the recipes tell us the type of people the book *Apicius* was intended for.  
**B** The book *Apicius* uses ingredients that were commonly available in Ancient Rome.
- 5 Read the passage quickly. Underline the sentences that contain the information relevant to each pair of statements in Exercise 4.**
- 6 Go through the questions in Exercise 4 one by one. Read the passage carefully and decide which statement (A or B) is TRUE and which is FALSE.**
- 7 Work in pairs and answer these questions.**
- 1 Did you and your partner underline the same sentences in the passage?
  - 2 Are your answers all the same?
  - 3 Discuss why the TRUE statements are true and the FALSE statements are not. Compare your ideas with another pair.

#### Q FOCUS

Identifying true and false statements based on a short passage

Student accommodation 2013



#### Q FOCUS

Identifying the important points and key features of a bar chart

#### GLOSSARY

**dormitory** (n) student accommodation provided by a university

This chart provides information about student accommodation at one US university in 2013.

**8 Look carefully at the chart and the instructions and answer the questions. (3–5 minutes)**

- 1 What is the overall idea of the chart?
- 2 What are two important points about undergraduate student accommodation?
- 3 What are two important points about graduate student accommodation?
- 4 What points of comparison can you make between undergraduate and graduate student accommodation?

**9 Now write your answer. (10–15 minutes)**

- 1 Write an introductory statement (based on the information in the text box next to the chart) and describe the overall idea or main trend shown in the chart in paragraph 1.
- 2 Write two or three important points about undergraduate student accommodation.
- 3 Write two or three important points about graduate student accommodation.
- 4 Compare the information about graduate and undergraduate student accommodation.

**10 Check your work. Look for mistakes in spelling, punctuation and grammar. Make sure you have used comparative and superlative forms correctly, and used a good variety of language to describe charts. (3–5 minutes)**

**11 Work in pairs. After you have finished, look at the model answer in the answer key. Compare your answers with the model answer and think about the marking criteria.**

Try out this sample Academic Reading task from *The Complete Guide to IELTS*. The reading passage can be found at [NGL.Cengage.com/eltexampreparation](http://NGL.Cengage.com/eltexampreparation)

Please note, these sample tasks are part of a sequence that deconstructs the skills involved in each task type, so aren't truly standalone. However, they do make great practice for your IELTS students!


The accompanying answer key and marking criteria for this task can be found at [NGL.Cengage.com/eltexampreparation](http://NGL.Cengage.com/eltexampreparation)

**Skills-building exercises****Q FOCUS**


Identifying the target information

**4 Read the sentences (1–4). What type of information is missing in each of the gaps?**


- 1 You could see a total of ..... motorcycles at the museum when it first opened.
- 2 There was a ..... at the museum in the year 2003.
- 3 The speaker mentions the up-to-date ..... facilities in the conference centre.
- 4 The museum's oldest two-wheeled bike was built in the year .....

**5  06 Listen to a recorded message about a motorcycle museum and make a note of this information:**

- 1 You hear information about the number of motorcycles in the museum at different times. Write down the numbers you hear.
- 2 You hear three dates when things happened at the museum. Write down the things that happened.
- 3 You hear about different facilities for visitors at the museum. Which three facilities do you hear about?
- 4 You hear about old motorcycles in the museum and when they were built. Write down three years you hear.

**6  06 Look at the sentences (1–4). Listen again and complete the sentences. Use your answers from Exercise 5 to help you. Write NO MORE THAN TWO WORDS AND/OR A NUMBER for each answer.**

- 1 You could see a total of ..... motorcycles at the museum when it first opened.
- 2 There was a ..... at the museum in the year 2003.
- 3 The speaker mentions the up-to-date ..... facilities in the conference centre.
- 4 The museum's oldest two-wheeled bike was built in the year .....

**7  06 Listen again and look at the audioscript. Think about why the answers to the questions in Exercise 6 are correct, and why other words and numbers you hear are not the correct answers.**


**Work in pairs. After you have finished, look at the model answer in the answer key. Compare your answers with the model answer and think about the marking criteria.**

**PART 1****✓ TIP**

One simple way to give yourself a little extra time is to repeat part of the examiner's question, but be careful not to do this too often.

**2 Look at the example Part 1 topics. Write three or four questions about each topic that an examiner might ask in Part 1.****Part 1 topics**

- 1 Work or study
- 2 Favourite place
- 3 Daily routine

**3  Watch Part 1 of the Speaking test interview. Tick (✓) any questions the examiner uses that are the same as the ones you wrote in Exercise 1.****4 Look at the questions about your daily routine. Can you remember the order the examiner asked them in? Number the questions in the correct order. Then watch the video and check your answers.**

- A ..... What would you like to change about your daily routine?
- B ..... Tell me about a typical weekday for you.
- C ..... Is there a balance between your work time and your leisure time in your daily routine?
- D ..... Do you work or study better in the morning or the afternoon?

**5 Work in pairs.**

- 1 Write your answers to the questions in Exercise 4.
- 2 Practise asking and answering the questions with your partner.

**6  Watch Part 1 again. What does Lena say when she needs a little more time to answer the examiner's questions?****7 Look at the phrases that you can use to give yourself some extra time to think about your answer to the examiner's question. Unscramble the phrases and write the words in the correct order. Use the capital letters and punctuation to help you.**

- 1 let uh, now see Hmm, me .....
- 2 an that's interesting Oh, question .....
- 3 it's Well, to hard but say, .....
- 4 I you Well, know, guess .....

Find the IELTS material that's right for you!

We have something for everyone with our extensive array of IELTS preparation materials. Whether it's a focus on a specific skill or everything your students need to know to succeed at IELTS, we have the right material for you!

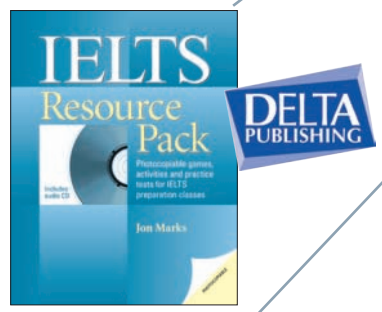
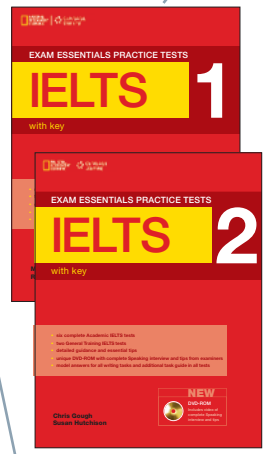
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Photocopiable Material

Preparation Course

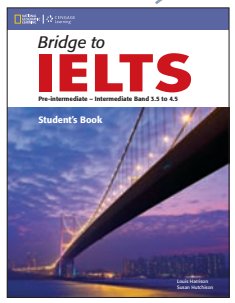


What band are you looking for?

3.5 - 4.5

4.5 - 7

6 - 7



How long have you got?

How long have you got?

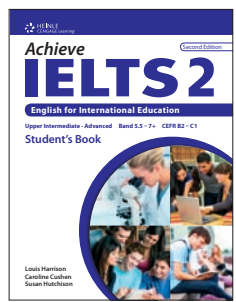
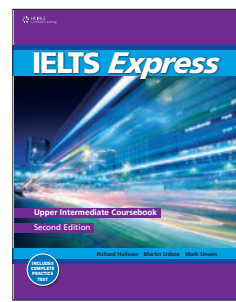
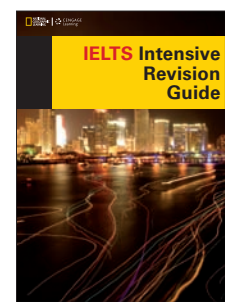
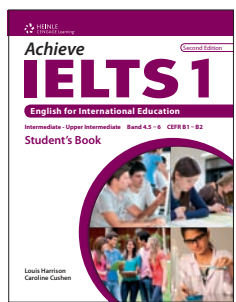
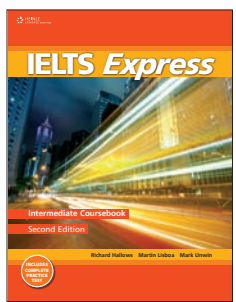
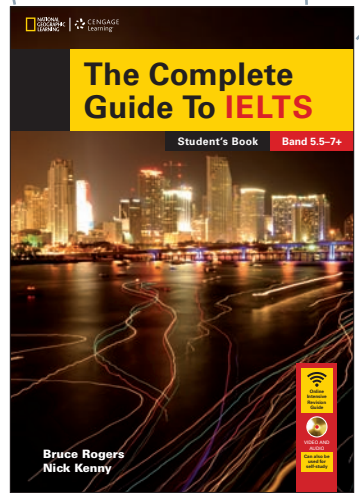
30 - 40 hours

50+ hours

It's tomorrow!

30 - 40 hours

50+ hours



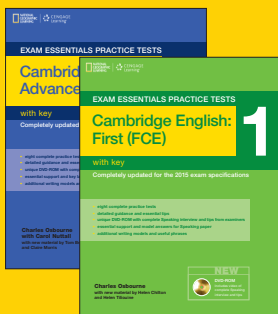
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