

PAPER 1 Reading and  
Use of English

PAPER 2 Writing

PAPER 3 Listening

PAPER 4 Speaking

## Essential tips

- ▶ In Paper 2, you must answer two questions. The question in Part 1 is compulsory. In Part 2, there are three questions, and you have to answer one of them.
- ▶ In Part 1, you will be asked to write an essay for a particular purpose and target reader.
- ▶ Part 1 tests your ability to respond to the input material in an appropriate style, evaluating information, expressing opinions, etc. All tasks require you to be persuasive. Read the instructions carefully and underline the key words that tell you what you are being asked to do.
- ▶ The input information in Part 1 may be from a variety of different texts: notes, letters, reports, advertisements, diagrams, etc. Make sure you read it carefully and understand what information it conveys before you start writing.
- ▶ Think about the appropriate register for your writing: formal, semi-formal, neutral or informal.
- ▶ Don't try to write out your answer in a rough draft before you produce a final draft; you will not have enough time. Instead, plan what you will say in each section/paragraph of your writing.
- ▶ Divide your writing into three sections: introduction, main body and conclusion. Think about what you will say in each part. Plan approximately how many words should be in each section of your writing.
- ▶ Write your essay. Use your own words as far as possible; don't copy the information from the input texts.
- ▶ When you have finished, check your spelling and punctuation. Make sure the examiner can read your writing.
- ▶ See the **Writing bank** on pages 193–205 for examples of different types of writing.

PAPER 1 Reading and  
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PAPER 2 Writing

Part 1

PAPER 3 Listening

Part 2

PAPER 4 Speaking

## Essential tips

- ▶ When you write an essay, think about the appropriate register and tone for the question you are answering. Who is going to read your essay?
- ▶ In your essay, you must describe the general idea. What information should you give? Is it necessary to mention who 'you' are in this essay?
- ▶ What is the reason for writing the essay? What effect do you want it to have on the reader? What do you hope to achieve by writing it? Do you want to convince the reader about anything? Think about the language you will need to achieve this goal.
- ▶ The notes and opinions provide you with information, and you can develop your own arguments around them.

You **must** answer this question. Write your answer in **220–260** words in an appropriate style on the separate answer sheet.

- 1 Your class has attended a lecture on what governments could do to minimise the use of fossil fuels. You have made the notes below.

### Methods of minimising the use of fossil fuels

- recycling
- increasing taxes on petrol
- increasing use of nuclear energy

### **Some opinions expressed in the discussion:**

'Is the technology for recycling adequately developed?'

'Increased taxation will not be a sufficient deterrent.'

'Nuclear energy is too risky.'

Write an **essay** for your tutor discussing **two** of the methods in your notes. You should **explain which method you think is more important** for governments to consider, and provide reasons to support your opinion.

You may, if you wish, make use of the opinions expressed in the discussion, but you should use your own words as far as possible.