

# PTE Academic

# Writing

Sections 3–6 of the speaking and writing part of PTE Academic (Part 1) test your ability to produce written English in an academic environment.

Part 1: Speaking and writing		
Section	Item type	Time allowed
Section 1	Personal introduction	1 minute
Section 2	Read aloud	30–35 minutes
	Repeat sentence	
	Describe image	
	Re-tell lecture	
	Answer short question	
Sections 3–4	Summarize written text	20 minutes
Section 5	Summarize written text or Write essay	10 or 20 minutes
Section 6	Write essay	20 minutes

## Writing skills

The writing skills tested in PTE Academic include the following:

- writing for a purpose (to learn, to inform, to persuade)
- supporting an opinion with details, examples and explanations

- organizing sentences and paragraphs in a logical way
- developing complex ideas within a complete essay
- writing a summary
- writing under timed conditions
- using correct grammar, spelling, mechanics and words and phrases appropriate to the context
- taking notes while reading a text
- taking notes while listening to a recording (in Part 3 Listening)
- synthesizing information
- writing from dictation (in Part 3 Listening)
- writing to meet strict length requirements
- communicating the main points of a reading passage in writing
- communicating the main points of a lecture in writing (in Part 3 Listening)

## Overview

Writing item types require you to write a response in standard academic English using correct grammar and spelling. PTE Academic recognizes English spelling conventions from the United States, the United Kingdom, Australia and Canada. However, one spelling convention should be used consistently in a given response.

Two item types appear in the writing sections of PTE Academic. The total time to complete the writing sections is 40, 50 or 60 minutes, depending on the combination of items in a given test. You could be required to write two summaries and one essay (40 minutes), three summaries and one essay (50 minutes), or two summaries and two essays (60 minutes). *Summarize written text* is an integrated item type that assesses both writing and reading skills.

Sections 3–6 (writing) total time: 40, 50 or 60 minutes					
Item type	Task	Skills assessed	Text/Prompt length	Response length	Time to answer
Summarize written text	After reading a passage, write a one-sentence summary of the passage.	reading and writing	text up to 300 words	one sentence 5–75 words	10 minutes
Write essay	Write an essay of 200–300 words on a given topic.	writing	up to 4 sentences	200–300 words	20 minutes

Authentic passages for the item type *Summarize written text* about academic subjects in the humanities, natural sciences or social sciences are presented. You may not be familiar with the topics presented but all the information you need is contained in the passages.

You may take notes using the Erasable Noteboard Booklet and pen, and use these notes as a guide when answering the items.

Writing item types are timed individually. You can refer to the timer in the upper right hand corner of the computer screen, “Time Remaining,” which counts down the time remaining for each item.

## Summarize written text

### Task

*Summarize written text* is a short-answer writing item type. It tests your ability to comprehend, analyze and combine information from a reading passage, and then summarize the key points in writing. It assesses both writing and reading skills. The image below shows the item type.

**timer** → Time Remaining 09:59 Item 1 of 1

**instructions** → Read the passage below and summarize it using one sentence. Type your response in the box at the bottom of the screen. You have 10 minutes to finish this task. Your response will be judged on the quality of your writing and on how well your response presents the key points in the passage.

**reading passage** → 'Just-in-Time' is a method of manufacturing products which aims to minimise production time, production costs, and the amount of stock held in the factory. Raw materials and supplies arrive at the factory as they are required, and consequently there is very little stock sitting idle at any one time. Each stage of the production process finishes just before the next stage is due to commence and therefore the lead-time is significantly reduced. With a 'just-in-time' production system, the level of production is related to the demand for the output (i.e. the number of orders) rather than simply producing finished goods and waiting for orders. This means that raw materials and stock only need to be ordered from suppliers as required.

**response box** → Just in time...

**word count** → Total Word Count: 3

Cut Copy Paste Next

PTE Academic: Summarize written text

Below are the features of *Summarize written text*.

- 1 Instructions are presented at the top of the computer screen.

*Read the passage below and summarize it using one sentence. Type your response in the box at the bottom of the screen. You have 10 minutes to finish this task. Your response will be judged on the quality of your writing and on how well your response presents the key points in the passage.*



## 2 A reading passage follows.

'Just-in-Time' is a method of manufacturing products which aims to minimise production time, production costs, and the amount of stock held in the factory. Raw materials and supplies arrive at the factory as they are required, and consequently there is very little stock sitting idle at any one time. Each stage of the production process finishes just before the next stage is due to commence and therefore the lead-time is significantly reduced. With a 'Just-in-Time' production system, the level of production is related to the demand for the output (i.e. the number of orders) rather than simply producing finished goods and waiting for orders. This means that raw materials and stock only need to be ordered from suppliers as required.

## 3 A response box follows.

Use this space to type your summary. You can select text within the response box with the mouse, and use the “Cut,” “Copy” and “Paste” buttons to edit your response. The “Total Word Count” keeps track of the number of words written and updates as you type.

## 4 The timer will count down from 10 minutes for this item type. Click on the “Next” button to go to the next item.

The reading passages for this item type are up to 300 words in length. There are two to three *Summarize written text* items in PTE Academic, depending on the combination of items in a given test. They are presented together in a single block. This item type is individually timed. You have 10 minutes to answer each *Summarize written text* item. After 10 minutes, the test will automatically move on to the next item.

No test taker will be presented with a combination of the maximum number of items for the two writing item types *Summarize written text* (three) and *Write Essay* (two). The maximum number possible in any given test is four writing items.

## Scoring

Your response for *Summarize written text* is judged on the quality of your writing and on how well your response presents the key points in the passage. Your score is based on four factors:

- **Content:** Does your response summarize the main points in the passage?

Content is scored by determining if all key points of the passage have been addressed without misrepresenting the purpose or topic. If your summary misinterprets the topic or the purpose of the passage, you will not receive any score points for your summary on any of the four factors. Your summary will be scored zero. The best responses clearly summarize the main idea and condense essential supporting points. They focus on the topic, including only key information and essential supporting points.

- **Form:** Does your response meet the requirements of a one-sentence summary? If your summary contains fewer than five words or more than 75 words, you will not receive any score points for your summary on any of the four factors. Your summary will be scored zero.

- **Grammar:** Does your response demonstrate correct grammatical usage?

Grammar is scored by determining if the basic structure of the sentence is correct. The best responses usually consist of a main clause and subordinate clause.

- **Vocabulary:** Does your response demonstrate correct and appropriate word choice and usage?

Vocabulary is scored according to its relevance to the passage and its appropriateness in an academic environment. The appropriate use of synonyms is also scored. The best responses use words from the passage appropriately, demonstrate an understanding of the context and use synonyms effectively to show variety in language use.

Partial credit scoring applies to *Summarize written text*. No credit is given for no response or an irrelevant response. This item type affects the scoring of the following:

Overall score		✓
Communicative skills		
Listening		Speaking
Reading	✓	Writing
		✓
Enabling skills		
Grammar	✓	Spelling
Oral fluency		Vocabulary
Pronunciation		Written discourse
		✓

## Reading and writing skills

*Summarize written text* is an integrated skills item type that tests both your reading and writing skills in an academic environment. The key skills tested are on the next page.

**Reading**

- reading a passage under timed conditions
- identifying a writer's purpose, style, tone, or attitude
- comprehending explicit and implicit information
- comprehending concrete and abstract information

**Writing**

- writing a summary
- writing under timed conditions
- taking notes while reading a text
- synthesizing information
- writing to meet strict length requirements
- communicating the main points of a reading passage in writing
- using words and phrases appropriate to the context
- using correct grammar
- using correct spelling

Your listening and speaking skills are not tested by this item type.

**Strategies****Before writing**

- **Read the passage carefully, focusing on the content.** Try to infer the meaning of any unknown words and phrases.
- **Re-read the passage** and take note of the topic sentences and key words if necessary.

**While writing**

- **Focus on the key words.** Your summary should include the main ideas presented in the passage. These are usually indicated in the topic sentences.
- **Do not include background knowledge or your own ideas.** Remember that all of the information you need to write your summary is contained in the passage.
- **Do not refer back to the passage in your summary.** Imagine that you have to do this for a person who has not seen the passage.
- **Use grammatical structures that you feel confident about.** You will make fewer mistakes.

**After writing**

- **Check the content of your summary.**
  - Does it convey the main ideas in the passage?
  - Does it include essential supporting points?
- **Check the length of your summary.**
  - Is it expressed in one single complete sentence? Do not write more than one sentence.
  - How many words does the sentence contain? Do not use more than 75 words or fewer than five words.
- **Check grammar, spelling and punctuation,** and make corrections where necessary.

## Practice

Below is a *Summarize written text* item for you to respond to.

Pearson Test of English Academic - Katherine Marie Garcia

Time Remaining: 09:59  
Item 1 of 1

Read the passage below and summarize it using one sentence. Type your response in the box at the bottom of the screen. You have 10 minutes to finish this task. Your response will be judged on the quality of your writing and on how well your response presents the key points in the passage.

Why are the citizens of some nations rich while the inhabitants of others are poor? It is surely true that ample endowments of energy, timber, and fertile land all help raise wealth. However it turns out that natural resources are only a very small part of the answer. Far more important in determining the wealth of the citizenry are the fundamental political and legal institutions of a nation. Institutions such as political stability, secure private property rights, and legal systems based on the rule of law create the incentives that encourage people to make long-lived investments in improving land, and other forms of physical and human capital. These investments raise the capital stock, which in turn provides for more growth long into the future. The cumulative effects of this growth over time eventually yield much higher standards of living. They make the citizens rich.

Total Word Count: 0

Next



10 min.

**Read the passage. Then summarize it using one sentence. Write your response in the space provided below. To simulate the test conditions, give yourself only 10 minutes to respond to this item.**

Why are the citizens of some nations rich while the inhabitants of others are poor? It is surely true that ample endowments of energy, timber, and fertile land all help raise wealth. However it turns out that natural resources are only a very small part of the answer. Far more important in determining the wealth of the citizenry are the fundamental political and legal institutions of a nation. Institutions such as political stability, secure private property rights, and legal systems based on the rule of law create the incentives that encourage people to make long-lived investments in improving land, and other forms of physical and human capital. These investments raise the capital stock, which in turn provides for more growth long into the future. The cumulative effects of this growth over time eventually yield much higher standards of living: they make the citizens rich.

Remember, during PTE Academic you will type in your response at a test delivery workstation.

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# Write essay

## Task

*Write essay* is a long-answer writing item type. It tests your ability to write a persuasive or argumentative essay on a given topic. It assesses writing skills. The image below shows the item type.

The screenshot shows the PTE Academic Write essay interface. At the top, the title bar reads "Pearson Test of English Academic - Katherine Marie Garcia" and the timer shows "Time Remaining 12:59 Item 1 of 1". Below the title bar, the instructions state: "You will have 20 minutes to plan, write and revise an essay about the topic below. Your response will be judged on how well you develop a position, organize your ideas, present supporting details, and control the elements of standard written English. You should write 200-300 words." The prompt follows: "Education is a critical element of the prosperity of any nation. The more educated the people in a country are, the more successful their nation becomes." Discuss the extent to which you agree or disagree with this statement. Support your point of view with reasons and/or examples from your own experience or observations. Below the prompt is a large text area for the response, with a "Total Word Count: 0" indicator at the bottom. At the bottom of the interface are buttons for "Out", "Copy", "Paste", and "Next".

timer

instructions

prompt

response box

word count

PTE Academic: Write essay

Below are the features of *Write essay*.

- 1 Instructions are presented at the top of the computer screen.

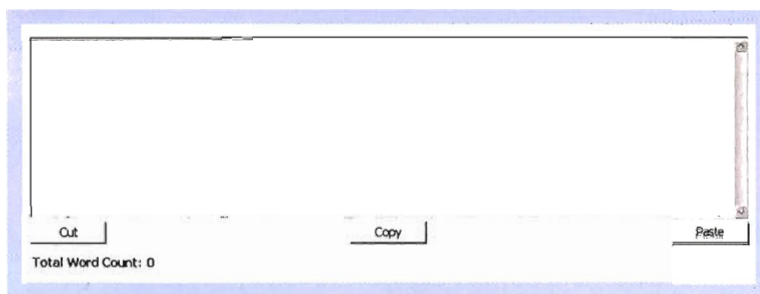
*You will have 20 minutes to plan, write and revise an essay about the topic below. Your response will be judged on how well you develop a position, organize your ideas, present supporting details, and control the elements of standard written English. You should write 200–300 words.*

- 2 A prompt follows.

*"Education is a critical element to the prosperity of any nation. The more educated the people in a country are, the more successful their nation becomes." Discuss the extent to which you agree or disagree with this statement. Support your point of view with reasons and/or examples from your own experience or observations.*



### 3 A response box follows.



Use this space to type your essay. You can select text within the response box with the mouse, and use the “Cut,” “Copy” and “Paste” buttons to edit your response. The “Total Word Count” keeps track of the number of words written and updates as you type.

### 4 The timer will count down from 20 minutes for this item type. Click on the “Next” button to go to the next item.

There are one to two *Write essay* items in PTE Academic, depending on the combination of items in a given test. They are presented in a single block. This item type is individually timed. You have 20 minutes to answer each *Write essay* item. After 20 minutes, the test will automatically move on to the next item.

No test taker will be presented with a combination of the maximum number of items for the two writing item types *Write Essay* (two) and *Summarize written text* (three). The maximum number possible in any given test is four writing items.

## Scoring

Your score on *Write essay* is based on seven factors:

► **Content:** Does your response address the topic?

Content is scored by determining if all aspects of the topic have been addressed in your response. The appropriateness of the details, examples and explanations used to support your point of view is also scored. If your essay does not address the topic, you will not receive any score points for your essay on any of the seven factors. Your essay will be scored zero. The best responses are on topic, contain logical and specific information and answer any questions asked. They also support any arguments with details, examples and/or explanations.

► **Development, structure and coherence:** Does your response demonstrate good development of ideas and a logical structure?

Development, structure and coherence are scored according to the organization of your response. A well-developed response uses a logical organizational pattern, connects ideas and

explains these connections. The best responses contain multiple paragraphs and have a clear introduction, body and conclusion that relate to the topic of the essay. Within paragraphs, ideas are clearly presented and supported with details, examples and/or explanations. Transitions between paragraphs are smooth.

- **Form:** Does your response meet the length requirement of between 200 and 300 words?

Form is scored by counting the number of words in your response. You will receive full credit if your essay is between 200 and 300 words. Writing less than 200 words or more than 300 words will decrease your score. If your essay contains less than 120 words or more than 380 words, you will not receive any score points for your essay on any of the seven factors. Your essay will be scored zero.

- **General linguistic range:** Does your response use language that precisely conveys your ideas?

General linguistic range is scored by determining if the language in your response accurately communicates your ideas. This includes your ability to provide clear descriptions, change emphasis, eliminate ambiguity, express subtleties in meaning, and use stylistic features to communicate meaning. You are more likely to receive full credit if you use complex sentence structures and vocabulary correctly, rather than consistently using simple sentence structures and vocabulary. This is because complex ideas are often expressed with complex sentence structures and vocabulary. The best responses use language that highlights key ideas, creatively expresses opinions and ensures clear communication.

- **Grammar usage and mechanics:** Does your response demonstrate correct grammatical usage and consistent control of standard written English?

Grammar usage and mechanics are scored by examining sentence structure, punctuation and capitalization. The best responses contain high proportions of grammatically correct complex sentences that clearly communicate the intended meaning.

- **Vocabulary range:** Does your response demonstrate command of a broad vocabulary range?

Vocabulary range is scored according to the variety of words in your response and their appropriateness in an academic environment. Synonyms, idiomatic expressions and academic terms are also assessed if appropriate. The best responses use precise academic terms and avoid repetition by using synonyms and idioms where appropriate.

- **Spelling:** Does your response demonstrate correct and consistent use of a single spelling convention?

PTE Academic recognizes English spelling conventions from the United States, the United Kingdom, Australia and Canada. However, one spelling convention should be used consistently in a given response.

Partial credit scoring applies to *Write essay*. No credit is given for no response or an irrelevant response. This item type affects the scoring of the following:

<b>Overall score</b>			✓
<b>Communicative skills</b>			
Listening		Speaking	
Reading		Writing	✓
<b>Enabling skills</b>			
Grammar	✓	Spelling	✓
Oral fluency		Vocabulary	✓
Pronunciation		Written discourse	✓

## Writing skills

*Write essay* tests your writing skills in an academic environment. Below are the key skills tested:

- writing for a purpose (to learn, to inform, to persuade)
- supporting an opinion with details, examples and explanations
- organizing sentences and paragraphs in a logical way
- developing complex ideas within a complete essay
- using words and phrases appropriate to the context
- using correct grammar
- using correct spelling
- using correct mechanics
- writing under timed conditions

Your listening and speaking skills are not tested by this item type, and your reading skills are only used to read the instructions and the prompt.

## Strategies

### Before writing

- **Read the essay prompt carefully.** Consider exactly what the requirements of the essay are. For example, you may have to do one or more of the following:
  - Agree or disagree with a statement.
  - Argue for or against an opinion.
  - Describe a situation.
  - Answer a question.
  - Discuss advantages or disadvantages.

If your writing fails to meet any one of the requirements of the essay, your score will be affected. If you write about something other than the topic presented in the prompt, your essay will be scored zero.



- **Plan the content of your essay** using the Erasable Noteboard Booklet and pen:
  - Note any helpful ideas, phrases or words.
  - Organize your ideas into groups.
  - Sequence your ideas.
  - Check your plan against the essay prompt.
- **Check the timer.** Plan how much time you will use to write, allowing a few minutes at the end for revising and proofreading.

### While writing

- **Write quickly**, referring to your plan when necessary.
- **Check the word count** as you write.

### After writing

- **Read your essay and consider how effective it is:**
  - Is the content relevant to the topic given?
  - Would the ideas and the way they are developed be clear to another reader?
  - Is there an introduction to the topic?
  - Is there a clear conclusion?
  - Are new ideas introduced in separate paragraphs?
  - Are the connections between sentences and paragraphs clear?
  - Have a variety of words or phrases been used when referring to the same subject?
  - Could the choice of words or phrases be improved?
- **Check the total word count.** It should be between 200 and 300 words. If it is not, adjust the text length accordingly.
- **Check the grammar, spelling and punctuation**, and make corrections where necessary.

## Practice

Below is a *Write essay* item for you to respond to.

Pearson Test of English Academic - Katherine Marie Garcia

Time Remaining 15:00  
Item 1 of 1


You will have 20 minutes to plan, write and revise an essay about the topic below. Your response will be judged on how well you develop a position, organize your ideas, present supporting details, and control the elements of standard written English. You should write 200-300 words.

Tobacco, mainly in the form of cigarettes, is one of the most widely-used drugs in the world. Over a billion adults legally smoke tobacco every day. The long term health costs are high - for smokers themselves, and for the wider community in terms of health care costs and lost productivity.

Do governments have a legitimate role to legislate to protect citizens from the harmful effects of their own decisions to smoke, or are such decisions up to the individual?

Total Word Count: 0



 **20 min.** Read the topic. Then write an essay about the topic in the space provided below. You should write 200–300 words. To simulate the test conditions, give yourself only 20 minutes to plan and respond to this item.

Tobacco, mainly in the form of cigarettes, is one of the most widely-used drugs in the world. Over a billion adults legally smoke tobacco every day. The long term health costs are high—for smokers themselves, and for the wider community in terms of health care costs and lost productivity.

Do governments have a legitimate role to legislate to protect citizens from the harmful effects of their own decisions to smoke, or are such decisions up to the individual?

Remember, during PTE Academic you will type in your response at a test delivery workstation.

1. The first row of the table contains the following data: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

## Improving general writing skills

### Effective writing

Effective writing, in both everyday and test situations, requires attention to the three areas listed below. Although not all of these areas will be tested in PTE Academic, improving your skills in each area will help your general language proficiency and improve your overall performance in the test.

#### ► Organization

- **State the purpose clearly.** For example, "This report recommends the use of a new computer program."
- **Use topic sentences** to convey the key ideas.
- **Arrange the sections, paragraphs and information in a logical order.** For example, follow a sequence of introduction, body text and conclusion.
- **Use signposting words** such as "first," "second," "finally" to indicate the overall organization and coherence of your writing.
- **Follow different structural conventions for different types of writing.** For example, include sub-headings in a report.

#### ► Readers' needs

- **Think about what the target readers already know and what they need to know.** Include all necessary information. For example, in an academic report, include the necessary background information to help readers understand what will be discussed.
- **Indicate your purpose at the beginning.** For example, state what you will do or what argument and/or message you will put forward.
- **Arrange ideas or information** in a way that is easy to follow and understand.
- **Use formatting, style and register** that are appropriate for the target readers. Follow standard conventions for a specific genre.

#### ► Control of language

- **Ensure the range of vocabulary and choice of words are appropriate** to the context and convey the intended meaning. For example, when describing a reputable university, use "well-known" instead of "famous."
- **Use different forms of expression to make your writing interesting.** For example, "We need to consider this program because it will increase revenue," or "We should think about the increased revenue that this program can produce."
- **Use verb tenses correctly** to reflect the intended times of and connections between events. For example, "Work on the study had only just started when the head of research resigned." This indicates that the head of research left the study soon after the work began.
- **Use grammatical structures correctly** to construct complete sentences and to build connections between ideas. For example, "While we were searching for a solution" is not a complete sentence because the information is dependent on additional detail that has not been included. The idea needs to be constructed as "We found a possible answer while



we were searching for a solution.” The cause and effect relationship is clear in the sentence “Results were delayed because of problems with the database.”

- Use **punctuation and spelling correctly** to enhance the readers’ understanding.

## Understanding your strengths and weaknesses

Improving your writing skills starts with an understanding of your own strengths and weaknesses. This will allow you to concentrate on the areas which need to be improved in general, or specifically as preparation for taking PTE Academic. Use the checklist below to assess your current writing skills and to decide on priority areas for improvement.

Effective writing	My current proficiency level			Priority for improvement
	High	Medium	Low	
Organization				
I make sure my purpose is clearly stated.				
I use topic sentences to convey key ideas.				
I can arrange the sections, paragraphs and information in a logical order.				
I can use signposting words to indicate the overall organization and coherence of my writing.				
I can use appropriate and standard structural conventions for different types of writing.				
Readers' needs				
I think about what my readers already know and what they need to know and include all necessary information.				
I state the purpose of the writing at the beginning.				
I can arrange ideas or information in a way that is easy to follow and understand.				
I follow normal organizational and language conventions for specific types of writing.				
Control of language				
I can use appropriate words and expressions to express the intended meaning.				
I can describe similar ideas in more than one way.				
I can use verb tenses correctly to reflect the intended times of and connections between events.				
I can use grammatical structures correctly to construct complete sentences and to build connections between ideas.				
I can spell words correctly.				
I can use common punctuation conventions.				

## Developing your writing skills

Follow the suggestions below to improve your general writing skills.

### ► Read more.

- **Read for pleasure and interest** to build your language appreciation and knowledge.
- **Develop a habit of reading in English** to become familiar with effective expressions in writing.
  - Locate and read different types of texts, such as news reports, short stories, editorials, descriptions of places or trips, news about scientific inventions, or the development of new technology.
  - Notice how the text is organized—main idea and examples, arguments for and against, past vs. present vs. future, eye-catching headline followed by facts, etc.
  - Ask yourself what the purpose of the text is.
  - Note words and expressions that are useful for topics that you may write about.
  - Find and review sentences or phrases that show connections between different ideas.
  - Check how the text ends. How does the writer reach a conclusion? What words or expressions are used to end the text?

### ► Practice writing. Take every opportunity to write in English.

- **Write emails and text messages in English.** Exchange information with English-speaking friends or contacts.
- **Keep a journal.** Write about your feelings and describe the events that happen. Explain your views about different topics.
- **Write about a topic under timed conditions.** Choose a topic and set a time limit. Write as much as you can within the time limit. Then ask yourself what was most challenging—planning what to write, finding something to write about, writing enough words, getting your ideas conveyed within the time limit, or allocating time for planning and review. Practice again, focusing on the areas you found challenging and trying to improve your effectiveness each time you write.
- **Obtain feedback and revise.** Show what you write to English-speaking teachers or friends for comments. Use their feedback to revise your writing.
- **Take an online or classroom-based writing course.** This will allow you to get writing practice that is tailored to your proficiency level and needs.

### ► Develop an editing checklist for the areas that you need to improve, such as grammatical structures and vocabulary.

- **Note what you need to pay attention to and improve.** For example, you may need to practice more on parts of speech, or subject-verb agreement. Add these items to your editing checklist under a heading, for example, “Grammar.”
- **List areas that you are not sure about,** for example, when to use “confidence” or “confident.” Check with a textbook, the Internet, or ask a teacher or friend to find out the answers. Make notes in your editing checklist.
- **Use the “spellcheck” function** when you are working on a computer, and note any spelling mistakes. Ask yourself which words you are not sure how to spell. Look up the spellings and add them to your checklist.

- **Add new words and phrases to your list regularly.** Expand and consolidate your knowledge of the words used frequently in academic texts. You may refer to *Longman Exams Dictionary* for a list of academic words as well as lists of the most frequent words categorized by topic.
- **Review your checklist regularly** to strengthen specific areas of your written English.

### Writing strategies

Follow a sequence of “Plan, draft, check and finalize” to write effectively.

#### ► Plan

- **Consider carefully:**
  - your purpose for writing, for example, to give information, or to persuade your readers to do something.
  - the topic(s) you want to cover.
  - who the intended readers are and what they may already know about the topic(s).
- **Make notes of the key ideas** you want to include.
- **Arrange your notes in a logical order** that will effectively convey your message to your readers. Remove any ideas you decide not to use.

#### ► Draft

- **Draft your text**, referring to the plan you have made. Aim to write quickly, expressing your ideas as best as you can. At this stage, try not to spend a lot of time composing each separate sentence.

#### ► Check

- **Review what you have written.** Try to put yourself in the position of your readers, and mark any expressions or points which you feel are unclear, or could be improved.
- **Make changes and review again.**
- **Check grammar, spelling and punctuation**, and make corrections where necessary.

#### ► Finalize

- **Produce a final version.**

### Sources of written English

- **The Internet** includes examples of all types of writing.
- **News articles, essays and reports** provide good examples of organization. They often put the main point at the beginning, use topic sentences to start paragraphs and develop an argument or discussion in a logical way. As these genres generally cover a range of topics, they are good sources of vocabulary and expressions in specific subject areas. They can also provide useful examples of logical argument and the use of linking words and phrases to express relationships between ideas.
- **Online English courses and textbooks** provide models for different types of writing with common organizational structures and useful language.



- **Academic journals** in different fields of study contain articles with abstracts which summarize purpose, content and conclusions.
- **Novels and short stories** are useful sources of various written styles of English. They will also help to increase your vocabulary.

### Preparing for PTE Academic

To prepare for PTE Academic, you should practice the writing skills that you will be assessed on in the test:

- Read Chapter 4 of the *Official Guide* to obtain information on all aspects of the writing item types in the test and practice responding to the example items.
- Use the CD-ROM included with the *Official Guide* to gain further practice in responding to writing items.
- Use the PTE Academic Tutorial available at [www.pearsonpte.com](http://www.pearsonpte.com) to learn how to respond to these items in the actual test.
- Take a practice test available at [www.pearsonpte.com](http://www.pearsonpte.com).

Refer to the section “Resources” in Chapter 2 of the *Official Guide* for further information.