

IELTS Writing Task 2 Essay Planner

1. Start with the Question Prompt

Always copy the exact task question.

Keeps your focus aligned with the task.

Avoids drifting away from the actual question.

2. Identify the Question Type

Recognize if it is Opinion, Discussion, Advantage/Disadvantage, or Two-Part.

Write a one-sentence summary of what is required.

3. State Your Position

Take a clear stance in one sentence.

Helps anchor all supporting arguments.

4. Brainstorm with a Time Limit

Spend around 3 minutes.

Use bullet points or a mind map.

Focus on 2 strong ideas with examples.

5. Evaluate and Filter Ideas

Ask these questions:

Is it directly relevant?

Can it be developed?

Does it have a real example?

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6. Create a Skeleton Outline

Plan intro, BP1, BP2, and conclusion.

Use short notes for support points.

Leave blank lines to organize
visually.

7. Choose Cohesion Devices

List linking words before writing.

Use varied and appropriate connectors (e.g., however, therefore).

8. Word Targets per Section

Introduction: ~40 words

Body Paragraphs: ~110 to 120 words

each Conclusion: ~30 words

9. Time-Check Your Progress

Minute 5: Finish planning

Minute 30: End BP2

Minute 35: Finish conclusion & proofread

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10. Proofreading Checklist

Subject-verb agreement

Tense consistency

Article usage

Cohesion/linking

Word count

11. Practice with a Consistent Format

Use the same planner each time.

Builds confidence and writing speed under exam pressure.

12. Review Your Planners

Attach planners to essay drafts.

Look for repeated mistakes.

Track improvement areas over time.