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Writing skills: Tips for learners

Before the exam

- Look at the topics that are in the syllabus and ensure you have knowledge of several of them from each section.
- Research for information about various topics from the syllabus, including examples, statistics and current news events.
- Keep a working log of information on various topics which you could use.
- Read news articles and magazines articles.
- Discuss topical events in class and with other learners.
- Practice essay writing techniques: how to structure an essay; how to evaluate; how to use examples to support articles.
- Practice writing accurately, focusing on accurate spelling, punctuation and grammar.
- Work on how to write formally in an appropriate tone and register for an academic essay. Avoid using informal vocabulary such as ‘sure’, ‘okay’, ‘yeah’ and do not use contractions such as ‘isn’t’, ‘don’t; and ‘it’s’.
- Work on using appropriate structural devices avowing using ‘To begin’, ‘Firstly’, ‘secondly’, ‘thirdly’, ‘to finish off with’.
- Practice writing essays to ensure they are 600–700 words long.
- Work on writing using clear and legible handwriting.

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