

Writing Task 2 essay planner

Use one sheet per essay. Planning for five minutes saves time later and keeps every paragraph on topic.

1 · What kind of question is it?

Type	How the question ends	What to do
Opinion	<i>To what extent do you agree or disagree?</i>	Give your position in the introduction and keep it the same to the end.
Discussion	<i>Discuss both views and give your own opinion.</i>	One paragraph for each view, then make your own view clear.
Advantages / disadvantages	<i>Do the advantages outweigh the disadvantages?</i>	Weigh both sides and say which is stronger.
Problem / solution	<i>What problems does this cause? What can be done?</i>	One paragraph of problems, one of matching solutions.
Two-part question	<i>Why is this happening? Is it positive or negative?</i>	Answer both questions, one paragraph each.

2 · Plan it (5 minutes)

Question type and key words Underline the topic and the task words.

My position One clear sentence. You will repeat it in the conclusion.

Body paragraph 1 Point → Reason → Example → Link

Body paragraph 2 Point → Reason → Example → Link

Conclusion Restate your position in new words. No new ideas.

3 · Check it (last 3 minutes)

- ☐ I answered every part of the question.
 ☐ I used linking words naturally, not at the start of every sentence.
- ☐ My position is clear in the introduction and the conclusion.
 ☐ I wrote at least 250 words in about 40 minutes.
- ☐ Each body paragraph has one main idea (Point → Reason → Example → Link).
 ☐ I checked articles (a/an/the), plurals and subject–verb agreement.
- ☐ I gave real, specific examples, not general statements.
 ☐ I didn't copy long phrases from the question.