

How To Outline For IELTS Task 2

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How To Use This ppt. Effectively?

It is imperative that you work through this PowerPoint and all of the practice slowly, without rushing.

Take as much time as you need to outline effectively. Write it all down, rewrite it, do whatever helps you achieve the proper outline that we will look at next - don't rush it! 😊

“I’m worried because in the exam I won’t be able to waste 10 - 15 minutes outlining!”

After you master the outline process you’ll be able to speed it up and do a lot of it in your head. Outlining should take only 3-5 minutes in the test.

But don't worry about that yet, right now, remember one thing:

Outlining is the only way to get a good score 😊



Why Should We Outline?

Outlining Is The Most Important Skill In IELTS Task 2!

A good outline will allow you to:

1. Write faster without stopping to think while writing.
2. Add cohesion between all paragraphs (which is essential for high band scores).
3. Focus on using better grammar and vocab rather than ideas while writing.
4. Keep your essay focused on the correct topic (which is a big part of your score).

Before We Start...

We need to know the 5 essay types of the writing task 2 and how they are typically written.

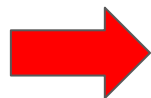
Once you know what you want to write, you'll be able to outline effectively.



The 5 Essay Types Of Task 2:

And How To Write Them

Essay Type	Body Para. 1	Body Para. 2
1. Agree / Disagree (Opinion)	Agree	Disagree
2. Discuss Both Sides (Discussion)	Side 1	Side 2
3. Advantages & Disadvantages	Advantages	Disadvantages
4. Problems / Solutions	Problems	Solutions
5. Two-Part Questions	Question 1	Question 2



For the standard task 2 essay (which we will learn and practice in this course) we want to have 2 ideas and 2 examples for each main body paragraph.

How To Make A Good Outline?

(Every Time)



**Just Follow The 3-Step
Outlining Process!**

The Three-Step Outlining Process

Step One: Understand the question

The first thing we must do is to understand the question correctly.

Step Two: Generate ideas and examples

For the standard essay that we will practice, try to think of 2 ideas and 1 example for each idea. You can make up the example or give hypothetical examples if that is easier.

Step Three: Make sure all ideas are aligned with main topic

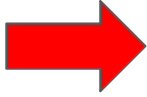
Re-read the question and make sure all of your ideas clearly address the main topic. It is essential that all ideas and examples clearly relate back to the main topic.

Let's Start By Seeing What This Process Looks Like

And Then What A Completed Outline Looks Like

LET'S GO!

Question



Question:

**“Social media does more harm than good to society.
Do you agree or disagree?”**

Step One: Understand the question

The question asks: *do you agree that social mostly harms society.*

Step Two: Generate ideas and examples

2 Reasons To Agree:

#1 Social media distracts you

- ex: People don't have time to read books *(People are less educated)*

#2 It makes you live a passive lifestyle

- ex: People spend all day on their sofa at home *(and more people are becoming depressed)*

2 Reasons To Disagree:

#1 People are connected globally

- ex: People can maintain relationships with family regardless of location ✓

#2 Job opportunities

- ex: People can find jobs more easily *(due to soc. media like linkedin...)*

Step Three: Make sure all ideas are aligned with main topic

The red text was added to make the ideas align more accurately with the main topic.



2 Ideas + 2 Examples (For Each Main Body Paragraph)

**“Social media does more harm than good to society.
Do you agree or disagree?”**



Main Body #1

2 Reasons To Agree:

Idea 1: Social media wastes time.

- **ex:** People don't have time to read books and are now less educated.

Idea 2: It makes you live a passive lifestyle.

- **ex:** People spend all day on their sofa at home and more people are becoming depressed.



Main Body #2

2 Reasons To Disagree:

Idea 1: People can connect globally.

- **ex:** People can maintain relationships with family members regardless of location.

Idea 2: Job opportunities

- **ex:** People can find jobs more easily due to social media like linkedin.

Outlining is for main body paragraphs only, not intro or conclusion paragraphs

Why Is That Outline Useful?

1. An outline with 2 ideas and 2 examples provides you with everything you need to write your essay very quickly.
2. This type of outline allows you to write not only the standard essay, but if you wish to write something more complicated or just a bit different, you have more than enough ideas to do so easily.

Let's Practice It!

The following slides have practice questions for each essay type to practice outlining.

After each practice, there is a completed example on the following slide.

LET'S GO! 

Practice Outlining

Some people believe it is the responsibility of individuals to protect the environment, while others think governments should take the lead.
Discuss both sides and give your opinion.

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Individuals should take responsibility:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Government should take responsibility:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

Some people believe it is the responsibility of individuals to protect the environment, while others think governments should take the lead.
Discuss both sides and give your opinion.

Step One: Understand the question (What is the question asking?)

Do you believe individuals or governments should be responsible for taking care of the environment?

Step Two: generate ideas (2 ideas and an example for each one)

Individuals should take responsibility:

Idea #1: individuals' choice of transportation is very important to the environment and makes a big impact.

- **ex:** choosing public transport or bikes over personal cars is one of the biggest ways to help the environment..

Idea #2: eco-friendly shopping habits would also make a big impact.

- **ex:** reusable bags instead of disposable plastic bags

Government should take responsibility:

Idea #1: governments could easily reduce environmental issues by punishing people and businesses .

- **ex:** people that litter or businesses that pollute can be fined .

Idea #2: they could incentivize people to make positive changes as well.

- **ex:** tax reduction for people who use electric vehicles and subsidies for businesses that use green energy

Practice Outlining

Some people think that technology has made our lives more complex, while others believe that it has made our lives easier.
Discuss both views and give your own opinion.

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Technology has complicated life:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Technology has made life easier:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

Some people think that technology has made our lives more complex, while others believe that it has made our lives easier.
Discuss both views and give your own opinion.

Step One: Understand the question (What is the question asking?)

Has technology made our lives easier or more complicated?

Step Two: generate ideas (2 ideas and an example for each one)

Technology has complicated life:

Idea #1: People are expected to be available all the time.

- **ex:** people receive messages from work, family, and friends and are expected to reply immediately no matter what you are doing.

Idea #2: Technology can be difficult to learn.

- **ex:** Elderly people often struggle to use smartphones, online banking.

Technology has made life easier:

Idea #1: Communication is faster and more convenient.

- **ex:** people can easily text, call, or video chat their friends and family no matter where they are .

Idea #2: Everyday tasks can be completed much more efficiently.

- **ex:** people can save time buying groceries, booking travel tickets, paying bills etc. by using technology.

Practice Outlining

Crime rate nowadays is decreasing compared to the past due to advanced technology, which can prevent and solve crime.

Do you agree or disagree?

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Agree

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Disagree

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

**Crime rate nowadays is decreasing compared to the past due to advanced technology, which can prevent and solve crime.
Do you agree or disagree?**

Step One: Understand the question (What is the question asking?)

Do you agree that new technology has lowered crime?

Step Two: generate ideas (2 ideas and an example for each one)

Agree

Idea #1: Surveillance technology deters criminals.

- **ex:** a criminal will not rob a person on the street since they know they're on camera..

Idea #2: New technology helps police catch criminals and solve crimes.

- **ex:** if someone commits a serious crime, police could use CCTV, GPS tracking, and social media to catch the criminal.

Disagree

Idea #1: Technology creates crimes.

- **ex:** online criminals can steal money or personal information and avoid being caught.

Idea #2: Criminals also use technology.

- **ex:** drug dealers use messaging apps to communicate to avoid being caught.

Practice Outlining

**The best way to reduce crime is to give longer prison sentences.
To what extent do you agree or disagree?**

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Agree

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Disagree

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

**The best way to reduce crime is to give longer prison sentences.
To what extent do you agree or disagree?**

Step One: Understand the question (What is the question asking?)

Do you agree that putting criminals in prison for longer amounts of time is the best way to reduce crime?

Step Two: generate ideas (2 ideas and an example for each one)

Agree

Idea #1: Criminals cannot commit crimes while in prison.

- **ex:** putting a repeat offender in prison for 50 years instead of 5, guarantees he won't be able to commit more crimes .

Idea #2: Longer sentences deter potential criminals.

- **ex:** people that know they will spend most of their life in prison if they get caught will likely not commit the crime..

Disagree

Idea #1: Education / job opportunities address the root causes of crime.

- **ex:** educated people who can earn a good salary and have a career commit fewer crimes.

Idea #2: Rehabilitation makes reoffending less likely.

- **ex:** Therapy / counseling, help former criminals become positive members of society.

Practice Outlining

Some employers want to be able to contact their staff at all times, even on holidays.

Does this development have more advantages than disadvantages?

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Advantages:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Disadvantages:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

Some employers want to be able to contact their staff at all times, even on holidays.

Does this development have more advantages than disadvantages?

Step One: Understand the question (What is the question asking?)

Are there more advantages or disadvantages to having employers be able to contact their employees at all times?

Step Two: generate ideas (2 ideas and an example for each one)

Advantages:

Idea #1: emergencies can be resolved .

- **ex:** emergency services like firemen could be contacted for emergencies and can save people's lives

Idea #2: These employees will often receive more money

- **ex:** bosses who expect constant availability usually offer higher salaries to employees who agree.

Disadvantages:

Idea #1: Harms mental health.

- **ex:** people will become stressed and burned out due to poor work-life balance.

Idea #2: personal time is essential for people especially parents.

- **ex:** Constantly calling a working parent while with their family will negatively affect their family life.

Practice Outlining

Many people now use online shopping instead of visiting physical stores.
What are the advantages and disadvantages of this trend?

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Agree:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Disagree:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

Many people now use online shopping instead of visiting physical stores.
What are the advantages and disadvantages of this trend?

Step One: Understand the question (What is the question asking?)

What are the pros and cons of people shopping online and not shopping at physical stores?

Step Two: generate ideas (2 ideas and an example for each one)

Advantages

Idea #1: Shoppers have more convenience.

- **ex:** people can shop at any time and from any location. No need to travel and waste time.

Idea #2: Larger selection - people can buy exactly what they want.

- **ex:** selection is not limited to the supply of a specific store.

Disadvantages:

Idea #1: You cannot inspect products as thoroughly as you can in person

- **ex:** if someone goes to a store, they can touch, feel, and try on the product, which you cannot do when shopping online.

Idea #2: Local businesses are suffering.

- **ex:** Shopping online almost always results in small businesses losing customers to big companies.

Practice Outlining

More and more people are moving away from an agricultural background to relocate to cities in order to look for work.

What will the consequences of this be?

What solutions can you offer?

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Consequences:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Solutions:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

More and more people are moving away from an agricultural background to relocate to cities in order to look for work.

What will the consequences of this be?

What solutions can you offer?

Step One: Understand the question (What is the question asking?)

What are the consequences of people leaving agriculture (work and areas) and moving to cities? What are the solutions?

Step Two: generate ideas (2 ideas and an example for each one)

Consequences

Idea #1: Cities become overcrowded.

- **ex:** it puts pressure on housing, transport, services.

Idea #2: Too much job competition.

- **ex:** leads to high unemployment and lower wages.

Solutions

Idea #1: Make farming financially attractive.

- **ex:** give these workers higher wages, tax breaks, seasonal support.

Idea #2: Improve rural living conditions.

- **ex:** provide better housing, infrastructure, education, healthcare opportunities in these locations.

Practice Outlining

In some countries an increasing number of people are suffering from health problems as a result of eating too much fast food. It is therefore necessary for governments to impose a higher tax on this kind of food. Do you agree or disagree?

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Agree:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Disagree:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

In some countries an increasing number of people are suffering from health problems as a result of eating too much fast food. It is therefore necessary for governments to impose a higher tax on this kind of food. Do you agree or disagree?

Step One: Understand the question (What is the question asking?)

Do you agree that governments should add a higher tax to fast food due to the overconsumption of fast food?

Step Two: generate ideas (2 ideas and an example for each one)

Agree

Idea #1: Higher prices directly discourage consumption.

- **ex:** people would buy less fast food if it became significantly more expensive.

Idea #2: Taxes can be used for public healthcare.

- **ex:** that money can be used to fund hospitals and nutritional education programs in schools.

Disagree:

Idea #1: People have the right to choose what they eat.

- **ex:** Someone can choose to eat McDonalds and nobody can stop them, regardless of it being unhealthy

Idea #2: Education is more effective than taxation.

- **ex:** Teaching people about health leads people to make healthier choices while imposing laws would not make true change.

Practice Outlining

Many people spend a large amount of time watching television and online videos.
Why is this becoming more common?
What effects does it have on individuals?

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Agree:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Disagree:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

**Many people spend a large amount of time watching television and online videos.
Why is this becoming more common?
What effects does it have on individuals?**

Step One: Understand the question (What is the question asking?)

Why are people spending more time watching videos, and what effects does this have on them?

Step Two: generate ideas (2 ideas and an example for each one)

Why is it common

Idea #1: Television and online videos are a convenient way to entertain yourself and relax.

- **ex:** Anyone who needs to relax can do so instantly on their phones or at home on the TV.

Idea #2: There is so much variety of content.

- **ex:** Streaming platforms like Netflix have many genres of series and documentaries, such as reality shows, Korean dramas, investigation shows, etc.

What effect does it have?

Idea #1: People are less stressed

- **ex:** People engaging in more entertainment means that people are able to relax more often.

Idea #2: People are less physically active.

- **ex:** People watching more media and online shows have less time to exercise.

Practice Outlining

Many people today do not do enough physical exercise.
Why is this happening?
What can be done to encourage people to exercise more?

Step One: Understand the question (What is the question asking?)

Step Two: generate ideas (2 ideas and an example for each one)

Agree:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Disagree:

Idea #1: _____.

- ex: _____.

Idea #2: _____.

- ex: _____.

Step Three: Align ideas with the main topic.

Ask yourself: “Does each idea connect directly back to the main topic?”
If not, fix it.

Answer Key

Many people today do not do enough physical exercise.
Why is this happening?
What can be done to encourage people to exercise more?

Step One: Understand the question (What is the question asking?)

Why are people exercising less, and how can we encourage them to exercise more?

Step Two: generate ideas (2 ideas and an example for each one)

Why is this happening?

Idea #1: People have busier lifestyles these days.

- **ex:** The average person today is expected to do extra work after coming home, so there is no time to work out.

Idea #2: Large amounts of screen time.

- **ex:** People prefer to spend time on social media or watching series online.

What can be done?

Idea #1: We can improve recreational facilities.

- **ex:** if governments invested in public gyms or public parks, people would likely choose to exercise more.

Idea #2: Workplaces can promote exercise and encourage workers be active.

- **ex:** Jobs can start offering new benefits, such as gym passes or an extra day off each month to visit national parks or go hiking.