

ESB ESOL Entry 3

ESOL Skills for Life Writing

WRITING PLAN: BULLET POINTS

Task 2 Planning Handout

A clear, simple way to plan Article, Description and Report writing.

ESB EXAM REMINDER

- Task 2 may be an article, description or report.
- You write about 100 words and you must also make a relevant plan.
- A plan can be bullet points, notes, a mind map or a spidergram.
- Bullet points are quick, clear and easy to use in the exam.

This handout uses genuine ESB sample-paper questions where available. Model plans are original ESOLish teaching examples, not official ESB answers.

WHAT IS A WRITING PLAN?

A writing plan is a short set of ideas you prepare before you start your main answer. It helps you organise your ideas, answer every part of the question and write in a logical order.

HOW TO PLAN WITH BULLET POINTS

- 1. Read the task carefully.** Who are you writing for? What type of text is it?
- 2. Find the question points.** Underline or circle each bullet point in the exam question.
- 3. Make one plan bullet for each point.** Write only key words and short notes.
- 4. Add useful details.** Include a place, time, reason, example, feeling or suggestion.
- 5. Put the ideas in order.** Use the plan to create at least two clear paragraphs.

GOOD BULLET POINTS ARE SHORT

TOO LONG	BETTER PLAN NOTE
I went to Brighton last July with my family and we travelled there by train.	Brighton - July - family - train
The park is dirty and people are unhappy because the swings are broken.	Park dirty - broken swings - people unhappy
REMEMBER • Do not spend a long time writing the plan. • Do not write your full answer in the plan box. • Make sure every exam bullet point appears in your plan. • Use your plan while you write, then check that you included everything.	

EXAM-STYLE QUESTION 1

ESB Set L SAMPLE - Task 2

Write an article for the college magazine about a place you visited this year. Describe the place and give your opinion.

- where and when you went
- what you did
- what you liked or didn't like about the place.

Use paragraphs. Write about 100 words.

Write a plan, such as a spidergram, mind map, bullet points or notes.

MODEL BULLET-POINT PLAN

- Brighton - July - family - travelled by train
- Beach and pier - walked by sea - fish and chips - small shops
- Liked sea view and lively atmosphere
- Didn't like: very busy - some food expensive
- Ending: enjoyable day - would visit again

WHY THIS PLAN WORKS

- It follows the question in the same order.
- It uses short notes, not full sentences.
- It gives enough ideas to turn into at least two clear paragraphs.

EXAM-STYLE QUESTION 2

ESB Set N SAMPLE - Task 2

Your rubbish bins used to be emptied every week. Now the council have changed the service to every 3 weeks. They need to save money because they want to build more houses. Write an article for your community newspaper.

- what has happened in your area since the change
- how you feel about it
- what you would like the council to do next.

Write about 100 words.

Write a plan such as a spidergram, mind map, bullet points or notes.

MODEL BULLET-POINT PLAN

- Bins now collected every 3 weeks
- Problems: bins full - bad smell - rubbish on street - more insects
- Feel: unhappy and worried about cleanliness
- Council should collect every 2 weeks / provide bigger bins
- Ask council to listen to local residents

WHY THIS PLAN WORKS

- It follows the question in the same order.
- It uses short notes, not full sentences.
- It gives enough ideas to turn into at least two clear paragraphs.

EXAM-STYLE QUESTION 3

ESB Set F SAMPLE - Task 2

You have a park in your local area but it is dirty and the play area is badly damaged. Write a report for your local council.

- Describe the park and the play area.
- Say how local people feel.
- Explain what you would like the council to do.

Use paragraphs. Write about 100 words.

Write a plan, such as a spidergram, mind map, bullet points or notes.

MODEL BULLET-POINT PLAN

- Park near homes - useful green space
- Problems: litter - broken benches - damaged swings - unsafe slide
- Local people: disappointed - parents worried - children cannot play safely
- Council action: clean park - repair equipment - add bins
- Regular checks to keep park safe

WHY THIS PLAN WORKS

- It follows the question in the same order.
- It uses short notes, not full sentences.
- It gives enough ideas to turn into at least two clear paragraphs.

EXAM-STYLE QUESTION 4

ESB Set O SAMPLE - Task 2

Your teacher wants you to write an article for the college magazine. Describe the country you come from or a country you know well.

- the weather
- the people and culture
- special places to visit.

Write about 100 words.

Write a plan such as a spidergram, mind map, bullet points or notes. Use paragraphs.

MODEL BULLET-POINT PLAN

- Country: Pakistan - South Asia
- Weather: hot summers - cooler winters - different weather in mountains
- People/culture: friendly - family important - colourful clothes - traditional food
- Places: Lahore - Islamabad - northern mountains
- Opinion: interesting country - many beautiful places

WHY THIS PLAN WORKS

- It follows the question in the same order.
- It uses short notes, not full sentences.
- It gives enough ideas to turn into at least two clear paragraphs.

EXAM-STYLE QUESTION 5

Additional ESOLish exam-style practice - Description

Your teacher wants you to write a description of a place in your local area that you enjoy visiting.

- where the place is and what it looks like
- what people can do there
- why you enjoy visiting it.

Use paragraphs. Write about 100 words.

Write a plan, such as a spidergram, mind map, bullet points or notes.

MODEL BULLET-POINT PLAN

- Local library - near town centre - modern building
- Inside: bright, quiet, shelves, computers, study tables
- People can read - borrow books - use internet - attend classes
- I go at weekends - study English - choose books
- Why I like it: peaceful - helpful staff - free resources

WHY THIS PLAN WORKS

- It follows the question in the same order.
- It uses short notes, not full sentences.
- It gives enough ideas to turn into at least two clear paragraphs.

QUICK CHECK BEFORE YOU START WRITING

- ☐ Have I identified the text type: article, description or report?
- ☐ Do I know who the audience is?
- ☐ Have I included every bullet point from the question in my plan?
- ☐ Are my plan notes short and clear?
- ☐ Do I have enough ideas for at least two paragraphs?
- ☐ Are my ideas in a sensible order?
- ☐ Can I use the plan without copying full sentences from it?

A SIMPLE PLAN FORMULA

- Bullet 1 = first question point + one or two details
- Bullet 2 = second question point + one or two details
- Bullet 3 = third question point + one or two details
- Final bullet = useful ending, opinion, suggestion or recommendation

PLAN FIRST → WRITE IN PARAGRAPHS → CHECK EVERY QUESTION POINT