
IELTS Coach Premium Writing

Dear Premium students,

The PREMIUM marking system is designed to give you expert feedback on your IELTS writing skills and provide guidance on how to improve these skills based on our experts' analysis of your strengths and weaknesses.

After attending your writing lessons, you will be able to submit your written responses to lesson-specific writing tasks (Task 1 or Task 2) up to 7 days after the lesson. Our trained and experienced markers and writing experts will mark your work and return it to you within approximately 7 days.

You will be supported in the following ways:

- Our experts will read your essays and make comments on **relevant and significant** errors in your grammar, vocabulary, style, and essay organisation.
- They will not correct every single error you make in your IELTS writing because you need to focus only on those errors that are essential to your learning aims, i.e. exam scores.
- Our experts will summarise the things that you have done well in your essay and the things that you need to improve if it is important for your learning targets.
- If our experts think it is beneficial to your case, they will mention some resources that you can use to improve your IELTS writing skills.
- During your tutorial with the **IELTS Expert** in the middle and at the end of your course, you will be able to discuss your progress, your specific errors and receive more guidance on how to improve.

Restrictions:

- Only submissions written using the template provided will be accepted.
- Any submissions made later than 7 days after their respective lessons, cannot be accepted.
- Resubmissions are not possible, but you will be able to discuss your essays with the IELTS Expert during your tutorials.
- Essays must be submitted via email to the this address: myclass.writing@britishcouncil.org.vn.
- Submissions cannot be received by classroom teachers or other staff.
- Only one submission per writing lesson is allowed.
- This service is limited to Premium Package customers and to IELTS Writing lessons.

If you have any feedback or comments about the IELTS Premium Writing Assessment service, please contact your Student Advisor. This is a new system, so we thank you in advance for both your patience and understanding and your support and feedback in perfecting it.

Instructions

Please follow the steps provided below to ensure your submission is accepted and processed for marking:

1. Open the template provided to you by the Student Advisor and type in your name, student number, lesson number, and city (Hanoi/Ho Chi Minh) in the spaces provided.
2. Type your essay in the box/space provided.
3. Save your work in .doc or .docx format and name the document using the following format: IC_FullName_Level. E.g.: **ic_nguyenminhtung_intermediate**
4. Use your **registered** email to send us your writing as an attachment to: myClass.writing@britishcouncil.org.vn
5. Type your full name and level on the Subject bar of your email. E.g.: ic_nguyenminhtung_intermediate
6. Write the following in the body of the email

Dear Teacher

Please find attached my [Lesson Name] essay from [Your Level] lesson on [Lesson Date]. Thank you,

[Your Full Name]

Marking

After you have submitted your work, one of our markers will mark your writing, provide, comments and corrections and send it back to the Student Advisor who will forward the essay back to you, within approximately 7 days.

Thank you.