IGCSE English 0472 writing and speaking guide

Paper 4 Writing (1 hour, 45 marks) and Paper 3 Speaking (about 10 minutes, 40 marks): formats, phrases and the grammar that earns marks.

Paper 4 Writing: the three tasks

Question 1: form (5 marks)	Fill in a form with single words and short sentences. Copy names and details exactly; use capital letters where needed.
Question 2: directed writing (12 marks)	About **80–90 words** on an everyday topic. Answer every bullet point in the prompt.
Question 3: extended writing (28 marks)	Choose an **email/letter** or an **article/blog** and write about **130–140 words**. Use paragraphs, linking words and a range of tenses.

Formats

Informal email (friend)	Hi Sam, · Thanks for your email! · Guess what… · Write soon! / Best wishes, · your first name
Formal email or letter	Dear Mr Patel, (known name) or Dear Sir or Madam, (unknown) · I am writing to… · I look forward to hearing from you. · Yours sincerely, (name known) / Yours faithfully, (name unknown)
Article or blog	An interesting title · speak to the reader (Have you ever…?) · 3–4 paragraphs with one idea each · finish with your opinion or advice

Linking words

Adding	and, also, in addition, what's more, as well as
Contrast	but, however, although, even though, on the other hand, despite + noun/-ing
Reason and result	because, as, since, so, as a result, that's why
Order	first of all, then, after that, finally, in the end
Examples and opinion	for example, such as · in my opinion, I believe, personally, I think that

Tenses to show range

Present simple / continuous	I usually walk to school. · Right now I'm studying for my exams.
Past simple / continuous	Last week we visited a museum. · I was waiting for the bus when it started to rain.
Present perfect	I have lived here since 2020. · Have you ever tried Thai food?
Future	I'm going to study engineering. · I think it will be sunny tomorrow. · We're meeting at six.
Conditionals	If it rains, we'll stay inside. · If I had more time, I would learn to cook.

Paper 3 Speaking: how the test works

Preparation (10 minutes)	Study the role play card. Plan what you will say for each of the five questions.
Warm-up (about 30 seconds)	A few easy questions. Not marked: relax and smile.
Role play (about 2 minutes)	Answer five questions in an everyday situation, e.g. booking a ticket or buying something. Give full, polite answers.
Two topic conversations (about 4 minutes each)	Share views, opinions and experiences. Give a reason and an example in every answer.

Useful speaking phrases

Giving opinions	In my opinion… · I really enjoy… because… · I'm not keen on… because…
Adding detail	For example… · The main reason is… · Another thing is…
Agreeing and comparing	That's true, but… · It's better than… · I prefer… to…
Asking for help	Sorry, could you repeat that, please? · What do you mean by…?
Talking about the future	I'm hoping to… · When I finish school, I'd like to…

Common mistakes to avoid

Present simple -s	✗ He play football. ✓ He plays football.
Tense with time words	✗ I have seen him yesterday. ✓ I saw him yesterday.
Uncountable nouns	✗ some informations, advices ✓ some information, advice
Prepositions	✗ good in maths, on 2023 ✓ good at maths, in 2023
Missing points	Tick off every bullet point in the question before you finish.

Self-test (answers at the bottom)

1. Write the correct form: "She ___ (live) here since 2019."
2. Which ending is right for a letter that starts "Dear Sir or Madam"?
3. Join the ideas with although: "It was cold. We went swimming."
4. Correct the mistake: "I am good in English."
5. About how many words do you write for Question 3?
6. Give a full answer: "Do you like reading?"

Answers: 1. has lived. 2. Yours faithfully. 3. Although it was cold, we went swimming. 4. I am good at English. 5. About 130–140 words. 6. For example: "Yes, I love reading, especially adventure stories, because they help me relax after school."