22-task cheat sheet · 1 of 2

PTE Academic only. Read the task timing and scored skills together; practise using the linked task names.

Task	Published format / practice timer	Skills scored	One action
Read Aloud	Prompt: Text up to 60 words · Prep: 30–40 seconds · Answer: Depends on the length of the text RealPTE timer: 35 s prep / 40 s answer	Speaking	Mark phrase boundaries, then read steadily through each complete thought.
Repeat Sentence	Prompt: Recording of 3–9 seconds · Answer: 15 seconds RealPTE timer: 0 s prep / 15 s answer	Listening, Speaking	Listen for meaning groups; repeat the words in their original sequence.
Describe Image	Prompt: An image · Prep: 25 seconds · Answer: 40 seconds RealPTE timer: 25 s prep / 40 s answer	Speaking	Name the visual, identify its main feature and support it with visible details.
Retell Lecture	Prompt: Recording up to 90 seconds · Prep: 10 seconds · Answer: 40 seconds RealPTE timer: 10 s prep / 40 s answer	Listening, Speaking	Note the topic and connected points; retell the message rather than a word list.
Answer Short Question	Prompt: Recording of 3–9 seconds · Answer: 10 seconds RealPTE timer: 0 s prep / 10 s answer	Listening	Identify what is being asked and give only the short answer.
Summarize Group Discussion	Prompt: Recording up to 3 minutes · Prep: 10 seconds · Answer: 2 minutes RealPTE timer: 10 s prep / 120 s answer	Listening, Speaking	Track each speaker, compare their views and summarise the outcome.
Respond to a Situation	Prompt: A situation you hear and read, up to 60 words · Prep: 10 seconds · Answer: 40 seconds RealPTE timer: 10 s prep / 40 s answer	Speaking	Address the listener directly, explain the need and make a suitable request.
Summarize Written Text	Prompt: Text up to 300 words · Answer: 10 minutes 10 min / 5–75 words	Reading, Writing	Select the central message and join its essential points into one sentence.
Write Essay	Prompt: 2–3 sentences · Answer: 20 minutes 20 min / 200–300 words	Writing	Take a position and develop relevant reasons with explained examples.
Reading: Fill in the Blanks (Dropdown)	Prompt: Text up to 200 words · Answer: Not set per question (Part 2 lasts 23–30 minutes)	Reading	Check grammar and meaning on both sides before choosing a dropdown word.
Reading: Multiple Choice, multiple answers	Prompt: Text up to 350 words · Answer: Not set per question (Part 2 lasts 23–30 minutes)	Reading	Choose supported statements; an unsupported selection can subtract marks.

Published “varies” and shared section time are not per-item countdowns. RealPTE timers are practice choices.

Unscored introduction: 25 s preparation and 30 s recording in RealPTE.

Format sources: Pearson Part 1 · Pearson Part 2 · Pearson Part 3; checked 9 October 2026. Check these pages for later changes. For response-length and marking rules, open the format guide.

22-task cheat sheet · 2 of 2

PTE Academic only. Read the task timing and scored skills together; practise using the linked task names.

Task	Published format / practice timer	Skills scored	One action
Reorder Paragraphs	Prompt: Text up to 110 words · Answer: Not set per question (Part 2 lasts 23–30 minutes)	Reading	Find the independent opening, then follow references and logical links.
Reading: Fill in the Blanks (Drag and Drop)	Prompt: Text up to 80 words · Answer: Not set per question (Part 2 lasts 23–30 minutes)	Reading	Match word form, nearby collocations and the meaning of the full paragraph.
Reading: Multiple Choice, single answer	Prompt: Text up to 110 words · Answer: Not set per question (Part 2 lasts 23–30 minutes)	Reading	Read the question first and choose the single option supported by the passage.
Summarize Spoken Text	Prompt: Recording of 60–90 seconds · Answer: 10 minutes to listen and write 10 min / 50–70 words	Listening, Writing	Connect the lecture topic, supporting ideas and its conclusion in your summary.
Listening: Multiple Choice, multiple answers	Prompt: Recording of 80–120 seconds · Answer: Not set per question (Part 3 lasts 31–39 minutes)	Listening	Take brief notes and select only statements supported by the recording.
Listening: Fill in the Blanks (Type In)	Prompt: Recording of 30–60 seconds · Answer: Not set per question (Part 3 lasts 31–39 minutes)	Listening	Follow the text while listening; enter each missing word and check spelling.
Highlight Correct Summary	Prompt: Recording of 30–90 seconds · Answer: Not set per question (Part 3 lasts 31–39 minutes)	Listening, Reading	Match the whole message and its supporting points to one summary.
Listening: Multiple Choice, single answer	Prompt: Recording of 30–60 seconds · Answer: Not set per question (Part 3 lasts 31–39 minutes)	Listening	Listen for the answer to the question, rather than repeated option words.
Select Missing Word	Prompt: Recording of 20–70 seconds · Answer: Not set per question (Part 3 lasts 31–39 minutes)	Listening	Use the argument and grammar near the ending to complete the recording.
Highlight Incorrect Words	Prompt: Recording of 15–50 seconds · Answer: Not set per question (Part 3 lasts 31–39 minutes)	Listening, Reading	Follow the recording closely and click only a word that differs.
Write from Dictation	Prompt: Recording of 3–5 seconds · Answer: Not set per question (Part 3 lasts 31–39 minutes)	Listening, Writing	Reconstruct the sentence from memory, then check endings and spelling.

Published “varies” and shared section time are not per-item countdowns. RealPTE timers are practice choices.

Part times: Speaking & Writing 76–84 minutes; Reading 23–30 minutes; Listening 31–39 minutes.

Format sources: Pearson Part 1 · Pearson Part 2 · Pearson Part 3; checked 9 October 2026. Check these pages for later changes. For response-length and marking rules, open the format guide.