

Learn
Analyse
Practice
Improve
Your Band

IELTS
Academic

REAL TASKS
BETTER WRITING
HIGHER BANDS

Sohoj IELTS Writing Task-1 Book

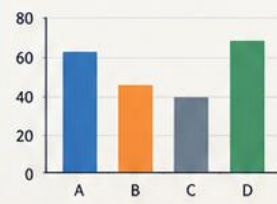
Student Writing Task 1 Practice Book

Line Graphs



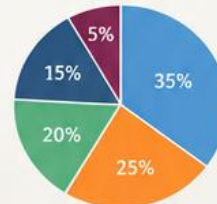
Show changes over time

Bar Charts



Compare different groups

Pie Charts



Show proportions

Tables

Year	A	B	C
2018	52	38	26
2019	60	42	30
2020	58	46	34
2021	65	48	37

Show exact figures

Maps



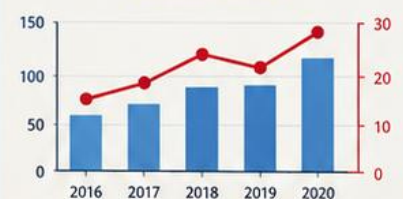
Show changes in a place

Process Diagrams



Show a process or how something works

Mixed Charts



Combine two or more types of information

Clear Practice
Brighter Results

Write
Your Success
Story

Writer: **Md Imran Hossain**
Organization: Sohoj English Academy

ENGLISH FOR A BRIGHTER TOMORROW



PRACTICE
REAL TASKS



BUILD
WRITING SKILLS



ACHIEVE
A HIGHER BAND

LONDON INSPIRES
GREATER FUTURES

SOHOJ IELTS WRITING TASK-1 BOOK

Student Writing Task 1 Practice Book

Writer: Md Imran Hossain

Organization: Sohoj English Academy

A COMPLETE IELTS ACADEMIC WRITING TASK 1 LEARNING + PRACTICE SYSTEM

Built to take students from understanding the task to independently analysing and writing full Task 1 responses.

Includes guided lessons, model answers, realistic practice, maps, processes, mixed charts, projections, vocabulary, grammar and final exam checklists.

Use this book together with timed writing, teacher feedback and regular revision.

Edition	Course Use
Student Practice Edition	IELTS Academic Writing Task 1

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How to Use This Book

A step-by-step system for learning, practising and improving Task 1

1. Learn the skill

Read the teaching pages first. Focus on what the visual shows, how the information is grouped, and which language is appropriate.

2. Analyse before writing

Identify the visual type, time period, units, highest/lowest points, major changes, similarities, contrasts and overall pattern.

3. Write in four paragraphs

Use the standard structure: Introduction → Overview → Body Paragraph 1 → Body Paragraph 2.

4. Practise without copying

Attempt practice pages before checking any model answer. Write with your own words and select only relevant data.

5. Compare with models

Study how model paragraphs group information, compare figures, use accurate vocabulary and vary grammar.

6. Review with the checklist

After every full response, check Task Achievement, Coherence & Cohesion, Lexical Resource, and Grammatical Range & Accuracy.

7. Repeat under time pressure

Move gradually to 20-minute practice. Aim to plan quickly, write clearly and leave 2–3 minutes to check your work.

Golden Rule: ANALYSE → SELECT → GROUP → COMPARE → WRITE → CHECK

Task 1 Success Framework

What a strong response needs before you begin the lectures

Task Achievement	Coherence & Cohesion	Lexical Resource	Grammar Range & Accuracy
Answer the task, select key features, give a clear overview and support it with relevant details.	Organise logically, group information well and use linking naturally.	Use accurate, varied Task 1 vocabulary, collocations and paraphrasing.	Use correct tenses, comparisons, passive structures and a mix of sentence forms.

The Four-Paragraph Structure

- 1. Introduction:** Paraphrase what the visual shows. Keep it concise.
- 2. Overview:** Summarise the biggest trends, comparisons, changes or stages. Avoid detailed figures unless absolutely necessary.
- 3. Body Paragraph 1:** Group the first set of related details and support them with accurate data.
- 4. Body Paragraph 2:** Describe the remaining important details and make relevant comparisons.

Recommended writing time: about 20 minutes • Minimum length: 150 words • No personal opinion

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Complete learning path and appendix reference

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LECTURE 01

Task 1 Foundations

Understand IELTS Academic Writing Task 1, assessment criteria, visual types, prompts and the core response structure.

Learn

Understand the skill

Practice

Apply it to realistic tasks

Improve

Review and refine

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IELTS Writing Task 1 Overview

Page 1: What is IELTS Writing Task 1?

1 What is IELTS Academic Writing Task 1?

In IELTS Academic Writing Task 1, you are given visual information and asked to summarise, describe, and compare the main features.



Identify

Look at the visual and understand the information.



Select

Choose the key features and important data.



Compare

Find similarities, differences and trends.



Report

Write a clear and well-organised summary.



Do NOT give your personal opinion.

Focus on the data!

2 Basic Facts



Recommended time:

20 minutes



Minimum length:

150 words



Weight:

About one-third of the Writing score



Main purpose:

Describe and summarise visual information



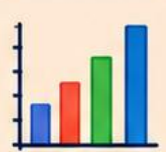
Recommended structure:

Introduction →
Overview →
Body 1 → Body 2

3 Common Visual Types



Line Graph



Bar Chart



Pie Chart



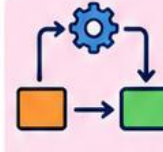
Table



Mixed Charts



Maps



Process Diagram

4 Quick Reminder



Your job is to **understand the visual**, **select the key features**, **make comparisons**, and **report the information clearly**.



Small
Steps
Big
Results
♥

How is IELTS Writing Task 1 Assessed?

Your Task 1 response is marked using four assessment criteria.

Each criterion contributes 25% to your score.

"Good writing is not about complex words, but clear ideas."

1 Task Achievement

25%

How well you answer the task

- Cover the task properly
- Present a clear overview
- Identify the main features
- Support with relevant data/details
- Make appropriate comparisons
- Avoid personal opinions or invented information



Answer the task, not your own ideas!

2 Coherence and Cohesion

25%

How clearly your ideas are organised

- Clear paragraphing
- Logical organisation
- Group information effectively
- Use linking words
- Use referencing (e.g. it, this, these)
- Maintain a smooth flow of ideas



A well-structured answer is easy to follow.

3 Lexical Resource

25%

How well you use vocabulary

- Use a good range of vocabulary
- Choose accurate words
- Use paraphrasing
- Use collocations (natural word combinations)
- Avoid unnecessary repetition
- Check spelling



Use a range of vocabulary, not repetition!

4 Grammatical Range and Accuracy

25%

How well you use grammar

- Use a variety of sentence structures
- Use correct tenses
- Maintain subject-verb agreement
- Use articles and prepositions accurately
- Use comparative structures
- Use passive voice when appropriate
- Check punctuation



Good grammar makes your ideas clearer.

Remember!

- ✓ There is no separate vocabulary or grammar score.
- ✓ All four criteria are equally important.
- ✓ A strong answer needs a clear overview, good organisation, accurate vocabulary and correct grammar.
- ✓ Don't ignore any one criterion.
- ✓ Practice regularly and learn from model answers.

Your Goal

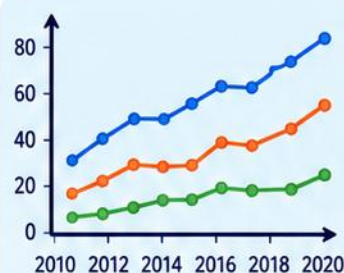
To communicate the main features of the visual information clearly, accurately and logically, using a good range of vocabulary and grammatical structures.



Common Visual Types (1)

Page 3: Line Graph, Bar Chart, Pie Chart & Table

1 Line Graph



Usually shows
change over time.

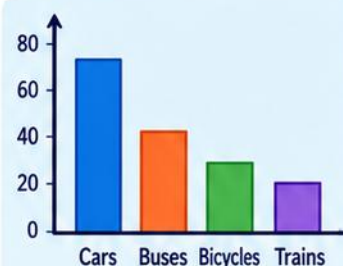
Look for:

- increases
- decreases
- peaks
- fluctuations
- stable trends

Example focus:

sales rose steadily from 2010 to 2020.

2 Bar Chart



Usually compares
categories or groups.

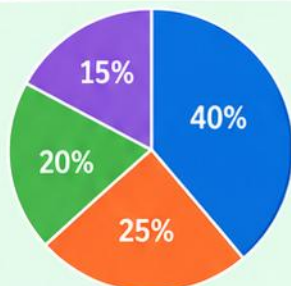
Look for:

- highest
- lowest
- similarities
- differences
- comparisons

Example focus:

cars were more popular than buses and bicycles.

3 Pie Chart



Usually shows
proportions or
percentages.

Look for:

- largest share
- smallest share
- percentages
- proportions

Example focus:

transport accounted for the biggest share.

4 Table

Country	2020	2021	2022
USA	120	135	150
UK	80	90	100
Canada	60	70	80
Australia	50	65	70

Usually presents
data in rows and
columns.

Look for:

- key figures
- highest and lowest values
- major comparisons

Example focus:

the USA recorded the highest figure in 2022.

Quick Tip

Do not describe every number.
Select the **most important features**
and **compare them clearly**.

Less detail
More insight!

Data-Based Tasks

These four visual types are mainly
data-based tasks, so your job is to
identify the **key data** and **compare**
it logically.

Compare,
don't copy!

Common Visual Types (2)

Page 4: Mixed Charts, Maps & Process Diagram

Notice the changes!

1 Mixed Charts



Usually combines two or more visuals.

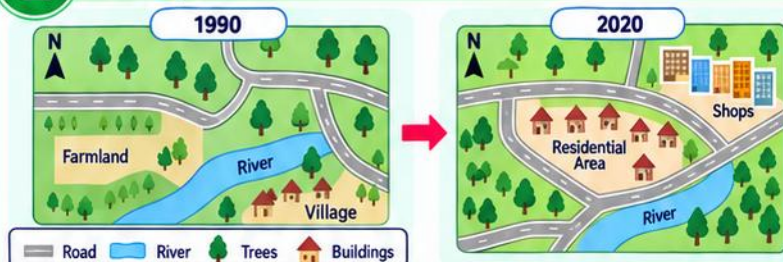
Look for:

- key trends
- important comparisons
- links between visuals
- major overall features



Example focus: Overall, sales increased while online shopping became more popular.

2 Maps



Usually shows changes in a place over time.

Look for:

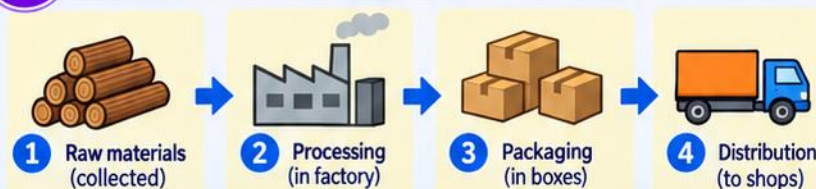
- what was added
- what was removed
- what was replaced
- how the area changed

Less detail, more insight!



Example focus: The farmland was replaced by a residential area.

3 Process Diagram



Usually shows stages in a process or how something works.

Look for:

- number of stages
- starting point
- ending point
- sequence of steps

Follow the stages!



Example focus: The process begins with collecting raw materials and ends with packaging the product.

Quick Tip

For maps, describe changes clearly.
For processes, describe the stages in order.

Think like an expert!

Change & Process Tasks

Maps focus on change.
Process diagrams focus on stages and sequence.

Different visuals, same skills!



Task 1 – Key Takeaways & Next Steps

Let's quickly revise what we've learned in this lecture and prepare for the next one.

Understand the data, not over-describe it!

01 What is Task 1?

- ✓ You describe, summarise and compare visual information.
- ✓ No personal opinions.
- ✓ At least 150 words.
- ✓ Spend around 20 minutes.
- ✓ It is worth about one-third of the Writing score.
- ✓ Use a clear structure: Introduction → Overview → Body 1 → Body 2.



Keep it objective, clear and accurate!

02 How is it Assessed?

- ✓ Task Achievement (25%) – answer the task properly, clear overview, main features.
- ✓ Coherence and Cohesion (25%) – well organised and easy to follow.
- ✓ Lexical Resource (25%) – good range of vocabulary and accurate word choice.
- ✓ Grammatical Range and Accuracy (25%) – use a variety of correct sentence structures.



All four criteria are equally important!

03 Seven Types of Task 1



Line Graph



Bar Chart



Pie Chart



Table



Mixed Charts



Maps



Process Diagram

04 Important Reminders

- ✓ Always write a clear overview.
- ✓ Select the main features, not every detail.
- ✓ Group similar information together.
- ✓ Compare where possible.
- ✓ Use accurate and varied vocabulary.
- ✓ Use correct grammar.
- ✓ Do not give personal opinions.
- ✓ Do not invent reasons or information.
- ✓ Do not write a conclusion (Task 1 is not an essay).
- ✓ Check your work at the end.



Think Smart
Write Better!

05 Your Next Step (Homework)

- 1 Find 7 Task 1 questions (one of each type).
- 2 Identify the question type.
- 3 Note the time period (if any).
- 4 Note the units (e.g. %, number of people, tonnes, etc.).
- 5 Write 2–3 main features for each question.
- 6 Bring your answers to the next class.



Practice today for a better tomorrow!

06 Final Message

"Task 1 is not about writing a lot. It is about selecting the most important information and expressing it clearly and accurately."

You can do it!



06 Understanding the Task Prompt

Before you look at the graph, always read the instruction carefully.

The task prompt tells you **WHAT** to write, **WHICH** data to focus on and **HOW** to present it.

Read the question first,
not the graph!



1 What is the Task Asking You to Do?

Most Task 1 prompts use similar wording:

“Summarise the information by selecting and reporting the main features, and make comparisons where relevant.”

- ✓ **Summarise** – give a short and clear summary
- ✓ **Select** – choose the most important information
- ✓ **Report** – describe the information in your own words
- ✓ **Main features** – focus on key trends, highest/lowest, biggest changes
- ✓ **Make comparisons where relevant** – compare groups, time periods or categories when possible

2 Key Things to Identify in a Task Prompt



What is shown?

e.g. number of people, percentage, amount of money, etc.



Time period

e.g. 1990–2020, from 2000 to 2010, in the future, no time period



Unit of measurement

e.g. %, millions, tonnes, dollars, people, kilometres, etc.



Categories or groups

e.g. countries, age groups, types of transport, energy sources



Location (if given)

e.g. in a city, in Australia, worldwide



Special instructions

e.g. compare, describe, show reasons (if any), or more than one chart

3 Example Task Prompts and Analysis

Let's look at some real examples and identify the key information.

Example 1 – Line Graph

The graph below shows the percentage of people using three forms of transport in a city between 2000 and 2020.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Type of visual	Line graph
What is shown?	Percentage of people using transport
Time period	2000 – 2020
Unit	Percentage (%)
Categories	Three forms of transport
Location	A city
Instruction	Summarise and make comparisons

Example 2 – Bar Chart

The bar chart below shows the number of international students from four countries who studied in the UK in 2010 and 2020.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Type of visual	Bar chart
What is shown?	Number of students
Time period	2010 and 2020
Unit	Number (people)
Categories	Four countries
Location	The UK
Instruction	Summarise and make comparisons

4 Useful Words in Task Prompts

Word/Phrase	Meaning
Summarise	Give a short and clear summary
Select	Choose the most important points
Report	Describe the information
Main features	Key trends, highest/lowest, biggest changes
Compare	Look at similarities and differences
Where relevant	Only if it makes sense
The table/chart/graph shows	Tells you the type of visual
Between / from ... to ...	Shows the time period
In ...	Shows the location (if given)



Understand the prompt well.
It saves time and helps you write a focused and high-band answer!



5 Quick Quiz

Read the following task prompt and answer the questions.

The chart below shows the amount of electricity generated from four different sources in a country between 1990 and 2020.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

- 1 What type of visual is this? _____
- 2 What is being measured? _____
- 3 What is the time period? _____
- 4 What are the categories? _____
- 5 What should you do in your writing? _____



Think
Analyse
Answer
Improve!

07

How to Read a Graph Before Writing

Don't rush to write. Understand the visual clearly to plan a better answer.

Understand
the graph first,
then write!

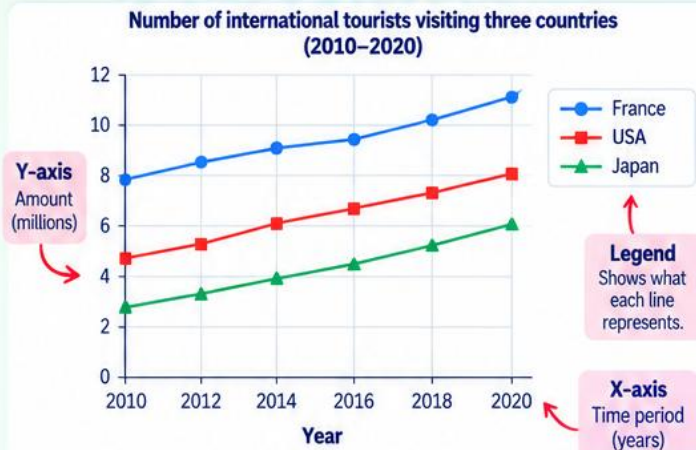


1 Step-by-Step Guide

- 1 **Read the title**
It tells you what the graph is about.
- 2 **Check the X-axis**
It usually shows time (years, months, etc.) or categories.
- 3 **Check the Y-axis**
It shows the amount, percentage or number.
- 4 **Identify the units**
e.g. %, people, millions, tonnes, dollars, etc.
- 5 **Look at the lines/bars/slices**
What does each one represent?
Check the legend/key.
- 6 **Look for the overall pattern**
Are the figures increasing, decreasing or stable?
- 7 **Identify key features**
Find the highest, lowest, biggest changes and any similarities or differences.

2 Example: A Line Graph

The graph below shows the number of international tourists visiting three countries between 2010 and 2020.



Quick Observations:

- France had the highest number of tourists throughout the period.
- All three countries showed an increasing trend.
- Japan had the lowest number but experienced significant growth.

3 Common Questions to Ask Yourself

- ➡ What is the main topic of the graph?
- ➡ What unit is used?
- ➡ What is the time period?
- ➡ How many categories are compared?
- ➡ Which category is highest? Which is lowest?
- ➡ Are the figures increasing, decreasing or stable?
- ➡ Are there any unusual changes?
- ➡ What are the most important features to mention?

4 Useful Vocabulary for Describing Trends

Increase	rise, go up, climb, grow, increase, surge
Decrease	fall, drop, decline, reduce, decrease
Stable	remain stable, stay the same, level off
Highest	reach a peak, the highest figure, top
Lowest	reach a low, the lowest figure, bottom
Significant change	increase/decrease sharply, dramatically
Gradual change	increase/decrease steadily, gradually
No change	remain unchanged, stay constant

5 Quick Quiz

Look at the graph above and answer the following questions.

- 1 What is the graph about? _____
- 2 What is the unit of measurement? _____
- 3 What is the time period? _____
- 4 Which country had the highest number of tourists in 2020? _____
- 5 Which country had the lowest number of tourists in 2010? _____
- 6 Which country showed the fastest growth? _____
- 7 What is the overall trend for all three countries? _____

Good
Observation
Leads to
a Great
Answer!

*Find the Main Points,
Not Every Number!*

*Focus on
the big picture!*



08 Finding the Key Features

Key features are the most important, noticeable and significant points in the graph.

1 What Are Key Features?

Key features are the main trends, highest and lowest figures, biggest changes and important similarities or differences. You should not describe every number. Select the most relevant information.

“A good Task 1 answer focuses on key features, not every single detail.”

3 How to Find Key Features (Step by Step)

- 1 **Look at the overall trend**
Are the figures increasing, decreasing or stable?
- 2 **Find the highest and lowest figures**
Which category is the highest? Which is the lowest?
- 3 **Identify the biggest change**
Which category increased or decreased the most?
- 4 **Look for similarities**
Are there any categories that show a similar trend?
- 5 **Look for differences**
Which categories are very different from each other?
- 6 **Notice any unusual points**
Are there any sudden rises or falls?

5 Which Information Is More Important?

Less Important (Details)

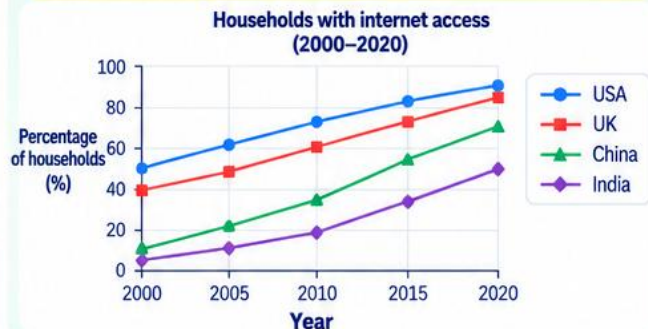
- Exact numbers for every year
- Small changes (e.g. 2% or 3%)
- Repeating the same information
- Describing each line separately
- Information that is not very relevant

More Important (Key Features)

- ✓ Overall trend
- ✓ Highest and lowest points
- ✓ Biggest increases or decreases
- ✓ Main similarities and differences
- ✓ Important changes and patterns

2 Example: A Line Graph

The graph below shows the percentage of households with internet access in four different countries between 2000 and 2020.



4 Key Features from the Example

Overall trend	All four countries experienced an increase in internet access.
Highest figure	The USA had the highest percentage throughout the period.
Lowest figure	India had the lowest percentage throughout the period.
Biggest increase	China showed the most significant increase (from about 10% to around 70%).
Similar trend	All countries showed an upward trend.
Main difference	The gap between the USA and India remained large, although it became smaller by 2020.

6 Useful Language for Key Features

Highest	highest, top, peak, the most, reached a high of
Lowest	lowest, bottom, a low of, the least
Increase	increase, rise, grow, climb, go up, surge
Decrease	decrease, fall, drop, decline, go down
Stable	remain stable, stay the same, level off
Significant change	significant, sharp, dramatic, considerable
Comparison	higher than, lower than, while, whereas, in contrast

7 Quick Quiz

Look at the graph on this page and answer the questions.

- 1 Which country had the highest percentage in 2020? _____
- 2 Which country had the lowest percentage in 2000? _____
- 3 Which country experienced the biggest increase? _____
- 4 What was the overall trend for all four countries? _____
- 5 Name one similarity between the countries. _____
- 6 Name one key difference between the USA and India. _____

*Select
the key features,
write more
clearly!*

09 Overview vs Details

A good Task 1 answer has a clear overview and well-selected details.

*Overview
gives the story,
Details give
the support!*

1 What is an Overview?

- ✓ A short summary of the main trends.
- ✓ Shows the big picture, not exact numbers.
- ✓ Usually 1–2 sentences.
- ✓ Includes the most important features (e.g. overall increase, highest/lowest, main comparison).
- ✓ Comes in the introduction or as a separate overview paragraph (your choice).

“The overview tells the examiner that you understand the main points.”

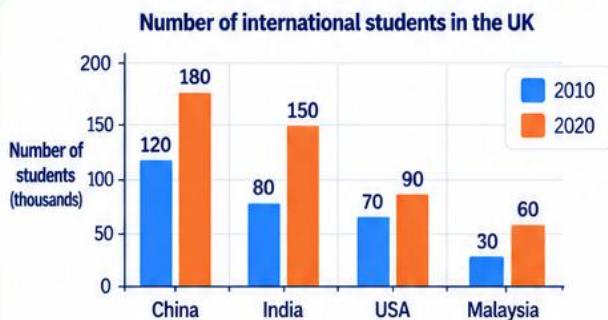
2 What are Details?

- ✓ Specific information with numbers and comparisons.
- ✓ Support the overview.
- ✓ Include exact figures, time references and clear comparisons.
- ✓ Usually written in Body Paragraph 1 and Body Paragraph 2.
- ✓ You should select key details, not write every number.

“Details show the evidence behind your overview. Choose the most relevant ones.”

3 Example: A Bar Chart

The bar chart below shows the number of students from four countries who studied in the UK in 2010 and 2020.



4 Sample Sentences

Overview (Big Picture)

- ✓ Overall, the number of students from all four countries increased between 2010 and 2020.
- ✓ China remained the largest source of international students, while Malaysia had the lowest figures.
- ✓ The most significant growth was seen in India.

Details (Specific Information)

- ✓ The number of students from China rose from 120,000 to 180,000, an increase of 60,000.
- ✓ India's figure almost doubled, increasing from 80,000 to 150,000.
- ✓ The USA saw a modest rise from 70,000 to 90,000.
- ✓ Malaysia's number increased from 30,000 to 60,000.

5 Common Mistakes

✗ Mistakes in Overview

- ✗ Including too many numbers.
- ✗ Writing detailed information.
- ✗ Missing the main trend.
- ✗ Writing an opinion.
- ✗ Copying the exact words from the question.

Example (Wrong):

In 2010, China had 120,000 students and in 2020 it had 180,000...

- ✗ This is a detail, not an overview.

✓ Good Overview Example

Overall, the number of international students from all four countries increased between 2010 and 2020. China remained the largest source, while Malaysia had the lowest figures. The most notable growth was seen in India.

- ✓ This is a clear and effective overview.

6 Quick Tips

- 1 Identify the overall trend (increase, decrease, stable).
- 2 Mention the highest and lowest figures.
- 3 Highlight the biggest change.
- 4 Keep it short and clear (1–2 sentences).
- 5 Do not include exact numbers in the overview (unless very necessary).



*Overview
first,
Details next,
Higher band!*

7 Mini Quiz

Read the sentences and write O (Overview) or D (Detail).

- 1 Overall, the number of cars increased over the period. _____
- 2 In 2010, the figure was 45%. _____
- 3 The highest percentage was recorded in 2020. _____
- 4 Car use rose steadily, while bicycle use declined. _____
- 5 The number of buses increased from 30 to 50. _____

Don't describe
one item at a time.
Look for groups!



10 Grouping Information

Group similar information together. It makes your writing clear, organised and high-scoring.

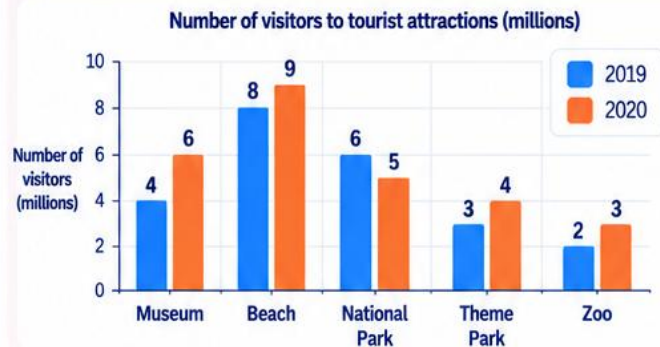
1 Why Group Information?

- ✓ Helps you write a clear and well-organised answer.
- ✓ Shows a better overview and comparison.
- ✓ Saves time and makes your writing logical.
- ✓ Avoids listing each item separately.
- ✓ Leads to higher scores in Coherence and Cohesion.

“Good grouping shows that you understand the main patterns, not just individual numbers.”

2 Example: A Bar Chart

The bar chart below shows the number of people (in millions) visiting five different tourist attractions in a country in 2019 and 2020.



3 How to Group Information?

You can group information in different ways. Choose the method that works best for the graph.

- By trend** Group items that increase together, decrease together or remain stable.
- By size** Group high figures and low figures.
- By similarity** Group items with similar patterns.
- By time period** Compare the first half and second half (if there are many years).

4 Grouping the Above Example

Method 1: By Trend

- ↑ Increased: Museum, Beach, Theme Park, Zoo
- ↓ Decreased: National Park

Method 2: By Size (2020)

- Higher figures: Beach (9), Museum (6)
- Lower figures: National Park (5), Theme Park (4), Zoo (3)



Tip: There is no single correct way to group. Choose the most logical and natural method.

5 Sample Paragraph Plan (Using Trend Grouping)

Body Paragraph 1 (Increasing items)

The number of visitors to the museum, beach, theme park and zoo all increased between 2019 and 2020.

Body Paragraph 2 (Decreasing item)

In contrast, the number of visitors to the national park declined over the same period.

Resulting Structure

This grouping makes your writing clear, logical and easy to follow.

6 Quick Quiz

Look at the bar chart on this page and answer the following questions.

- Which attractions show an increase? _____
- Which attraction shows a decrease? _____
- Which two attractions had the highest number of visitors in 2020? _____
- Which attractions had lower figures (in 2020)? _____
- How would you group the information using the "by trend" method? _____
- How would you group the information using the "by size" method? _____
- Which grouping method do you think is better for this chart? Why? _____

*Avoid Mistakes,
Write with Confidence!*

*Learn from
mistakes today
for a higher
band tomorrow!*

11 Common Beginner Mistakes

Avoid these mistakes to improve your accuracy and get a higher band score.

1 Describing Every Number

✗ Many students describe all the numbers, which makes the answer too long and difficult to read.

Example (Too many numbers):

"In 2010, the figure was 20%. In 2012, it was 25%. In 2014, it was 27%. In 2016, it was 30%. In 2018, it was 32%. In 2020, it was 35%."

✓ **Better:**

The figure increased steadily from 20% in 2010 to 35% in 2020.

2 Giving Personal Opinions

✗ Task 1 is not about your opinion. You should only describe the information shown in the visual.

Example (Wrong):

"I think more people prefer cars because it is more convenient."

✓ **Better:**

Car use increased from 40% to 70% over the period.

3 Explaining Reasons

✗ Do not give reasons or causes that are not shown in the graph.

Example (Wrong):

"The number of tourists increased because the government improved the airport."

✓ **Better:**

The number of tourists increased significantly over the period.

4 No Overview

✗ Some students forget to include an overview, which is very important.

Example (Wrong – only details):

"In 2010, the figure was 5 million. In 2020, it was 9 million. In 2015, it was 7 million ..."

✓ **Better (with overview):**

Overall, the number increased significantly, rising from 5 million in 2010 to 9 million in 2020.

5 Copying the Question

✗ Do not copy the exact words from the task. Use your own words (paraphrase).

Example (Copying):

"The chart shows the number of people who visited three countries ..."

✓ **Better (Paraphrased):**

The graph compares the number of visitors to three countries ...

6 Using the Wrong Tense

✗ Use the correct tense. Most past data requires the past tense.

Example (Wrong):

"The number of students increases in 2010."

✓ **Better:**

The number of students increased in 2010.

7 One Long Paragraph

✗ Do not write everything in one paragraph. Use a clear structure: Introduction, Overview, Body 1 and Body 2.

Example (Wrong):

"The number of cars increased ... The number of buses decreased ... The number of bicycles ..." (all in one paragraph)

✓ **Better:**

Use at least 3 paragraphs with clear grouping.

8 Repeating the Same Words

✗ Do not repeat the same words again and again. Use a range of vocabulary.

Example (Repeated):

"The number of cars increased. The number of cars was the highest. The number of cars rose again ..."

✓ **Better (Varied vocabulary):**

Car use increased and became the highest, showing a steady rise over the period.

9 Writing a Conclusion

✗ A conclusion is not necessary in Task 1. Just give an overview and key details.

Example (Wrong):

"In conclusion, the graph shows that car use increased. Therefore, it is clear that people prefer cars."

✓ **Better:**

Finish with your last detail sentence. No conclusion needed.

10 Key Takeaways

- ✓ Focus on key features, not every number.
- ✓ Do not give opinions or reasons.
- ✓ Include a clear overview.
- ✓ Use your own words.
- ✓ Use the correct tense.
- ✓ Group information logically.
- ✓ Use a variety of vocabulary.
- ✓ Follow a clear paragraph structure.
- ✓ Do not write a conclusion.

*Be accurate
Be clear
Be objective
Get a higher band!*

11 Quick Quiz

Choose the best answer (A, B or C).

- 1 What is the biggest mistake many students make in Task 1?
A. Using complex sentences B. Describing every number C. Writing a conclusion
- 2 Should you give your personal opinion in Task 1?
A. Yes B. No C. Sometimes
- 3 Which tense is usually used for past data?
A. Present tense B. Past tense C. Future tense
- 4 What is the correct structure for Task 1?
A. Introduction – Body – Conclusion
B. Introduction – Overview – Body 1 – Body 2
C. Overview – Details – Conclusion
- 5 Is a conclusion necessary in Task 1?
A. Yes B. No C. Only for maps



12 Final Practice & Review

Let's apply everything you have learned in Lecture 01.

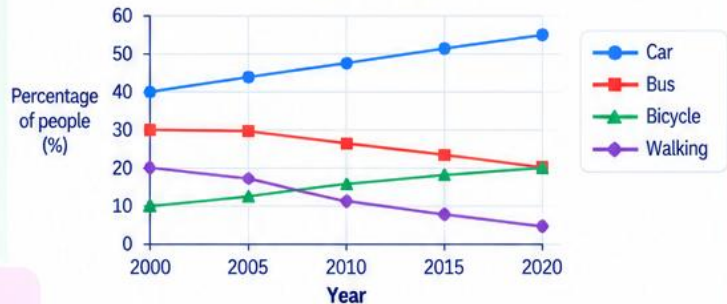
1 Task

The line graph below shows the percentage of people using four types of transport in a city between 2000 and 2020.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

2 The Graph

Percentage of people using different types of transport in a city (2000–2020)



3 Step-by-Step Analysis

- Type of graph** Line graph (shows changes over time)
- Main topic** Transport usage in a city
- Unit** Percentage of people (%)
- Time period** 2000 to 2020 (20 years)
- Categories** Car, Bus, Bicycle, Walking (4 types)
- Overall trend** Car and bicycle increased, while bus and walking decreased.

4 Key Features from the Graph

- ✓ Car usage increased steadily and became the highest by 2020.
- ✓ Bus usage declined gradually.
- ✓ Bicycle usage rose significantly.
- ✓ Walking declined sharply and ended as the lowest.

These are the main points you should include in your answer.

5 Possible Grouping

Body Paragraph 1 (Increasing trends)

- Car (increased from 40% to 55%)
- Bicycle (increased from 10% to 20%)

Body Paragraph 2 (Decreasing trends)

- Bus (decreased from 30% to 20%)
- Walking (decreased from 20% to 5%)

6 Sample Overview (Your Own Words)

“Overall, car and bicycle use showed an upward trend, whereas bus and walking experienced a decline. By 2020, car use was the most popular, while walking was the least common form of transport.”

7 Final Review – What We Learned in Lecture 01

- ✓ Understand the four assessment criteria.
- ✓ Know the main Task 1 visual types.
- ✓ Read the task prompt carefully.
- ✓ Identify key features (not every number).
- ✓ Write a clear overview.
- ✓ Select and report important details.
- ✓ Group information logically.
- ✓ Avoid common beginner mistakes.
- ✓ Use a variety of vocabulary and correct grammar.
- ✓ Plan before writing.

8 Final Quiz (10 Questions)

Test yourself!
Write the answers.

- What type of graph is shown above? _____
- What is the unit of measurement? _____
- What is the time period? _____
- Which form of transport was the highest in 2020? _____
- Which form of transport was the lowest in 2020? _____
- Which two forms of transport increased? _____
- Which two forms of transport decreased? _____
- Write one key feature for car usage. _____
- Write one key feature for walking usage. _____
- How would you group the information into two body paragraphs? _____

LECTURE 02

Introduction Masterclass

Learn to paraphrase Task 1 questions accurately across graphs, tables, maps, processes and mixed visuals.

Learn

Understand the skill

Practice

Apply it to realistic tasks

Improve

Review and refine

SOHOJ ENGLISH ACADEMY

Can You Write the Introduction?

Look at each Task 1 question and write only the introduction.

Do not write an overview or details. Use the formula and useful verbs to help you.

Formula Hint:

The + visual type + reporting verb + main topic + place + time

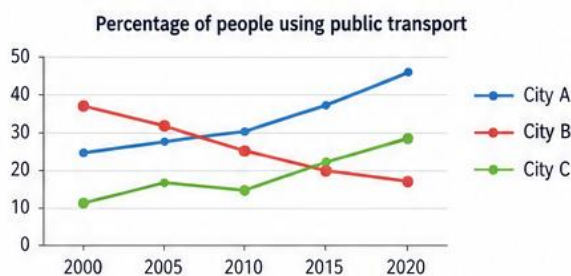
You can also remember: **WHAT + WHERE + WHEN**

Useful reporting verbs:

- shows
- illustrates
- compares
- presents information about
- provides information on
- depicts

1 Line Graph

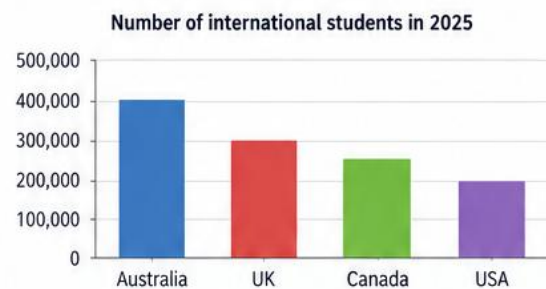
The line graph below shows the percentage of people who used public transport in three different cities between 2000 and 2020.



Your Introduction:

2 Bar Chart

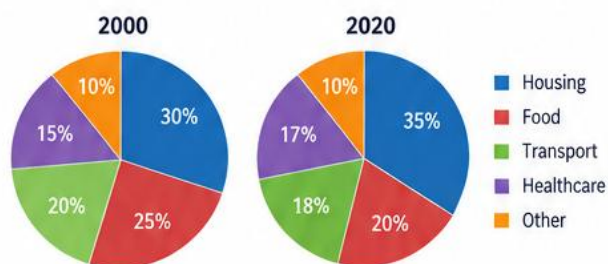
The bar chart below shows the number of international students studying in four different countries in 2025.



Your Introduction:

3 Pie Charts

The pie charts below show how household expenditure was distributed across five categories in 2000 and 2020.



Your Introduction:

4 Table

The table below gives information about the average monthly salaries of workers in five different professions in Australia in 2025.

Profession	Average monthly salary (AUD)
Teacher	4,500
Nurse	5,200
Engineer	6,800
IT specialist	7,500
Police officer	5,800

Your Introduction:



Quick Reminder:

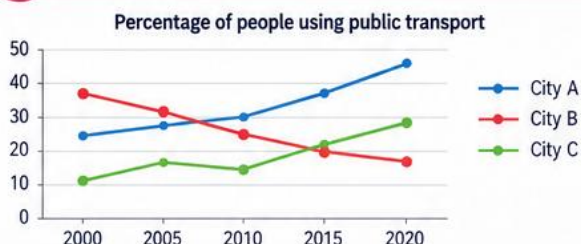
- Write **one** clear sentence only.
- **Paraphrase** the question.
- Keep the same meaning.
- Do not add an overview or detailed data.

*Think carefully,
write confidently!*

Model Answers & Key Formulas

Let's check the answers for Page 1 and learn how to write strong introductions.

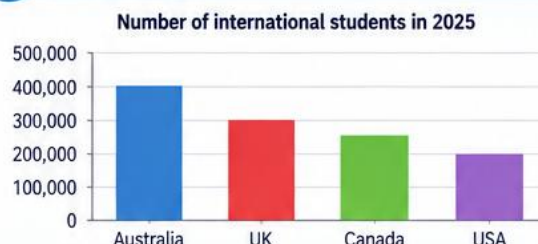
1 Line Graph



Model Introduction:

The line graph **illustrates** the **proportion** of people who used public transport in three different cities **from 2000 to 2020**.

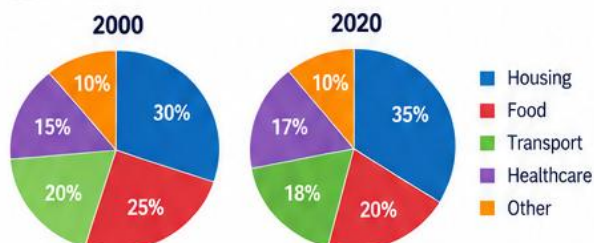
2 Bar Chart



Model Introduction:

The bar chart **compares** the **number** of international students studying in **four different countries in 2025**.

3 Pie Charts



Model Introduction:

The two pie charts **compare** the **distribution** of household expenditure among five different categories **in 2000 and 2020**.

4 Table

Profession	Average monthly salary (AUD)
Teacher	4,500
Nurse	5,200
Engineer	6,800
IT specialist	7,500
Police officer	5,800

Model Introduction:

The table **provides information** on the average monthly salaries of **people employed** in five different professions **in Australia in 2025**.

Main Introduction Formulas

1 General Formula

The + visual type + reporting verb + main topic + place + time.

2 Comparison Formula

The + visual + compares + A + in/among/ across + categories + time.

3 Change Over Time Formula

The + visual + illustrates/shows + changes in + topic + from X to Y.

4 Information Formula

The + visual + provides/presents information on/about + topic + place/time.

5 Distribution Formula

The + visual + illustrates/compares + the distribution of + topic + categories/time.

Useful Reporting Verbs

- shows
- illustrates
- compares
- presents information about
- provides information on
- depicts

Useful Paraphrasing Words

- percentage → proportion
- number → figure
- people → individuals / residents
- workers → employees
- spending → expenditure
- shows → illustrates / compares
- between → from ... to ...
- different → various
- types → categories

✓ Important Advice

1 Keep it short

One clear sentence is enough.

2 Do not describe trends

Details and trends belong in the body paragraphs.

3 Do not include data

No numbers or specific figures.

4 Do not give your opinion

Keep it factual and objective.

5 Keep the original meaning

Paraphrase the language, not the information.

6 Include place and time (if given)

These are usually important.

7 Do not change every word

Some words are already perfect (e.g. Australia, 2020).



Remember:

Different language + Same meaning = A strong introduction

Practice more
Write better!

Practice Time - Introduction Quiz 2

Look at each Task 1 question and write only the introduction.
Do not write an overview or details. Use the formula and useful verbs to help you.

Formula Reminder:

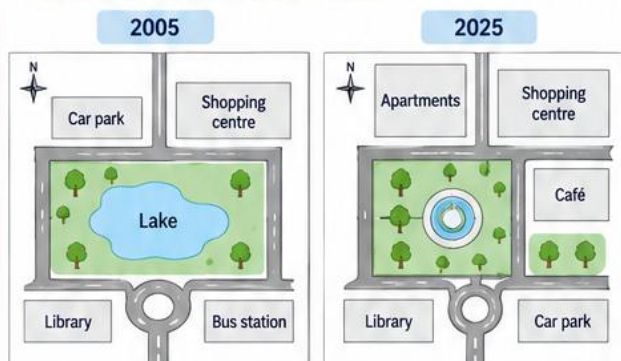
The + visual type + reporting verb + main topic + place + time

Useful reporting verbs:

- shows
- illustrates
- compares
- presents information about
- provides information on
- depicts

1 Map

The maps below show the layout of a town centre in 2005 and the same area in 2025.



Your Introduction:

2 Process Diagram

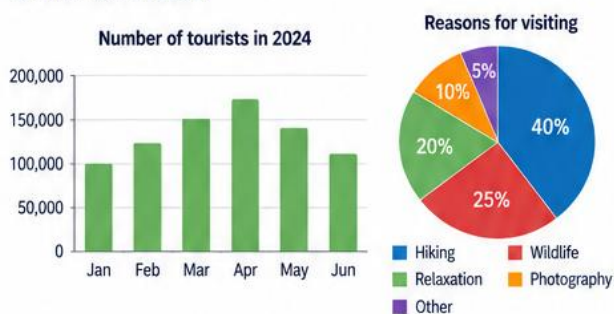
The diagram below shows how recycled paper is produced.



Your Introduction:

3 Mixed Charts

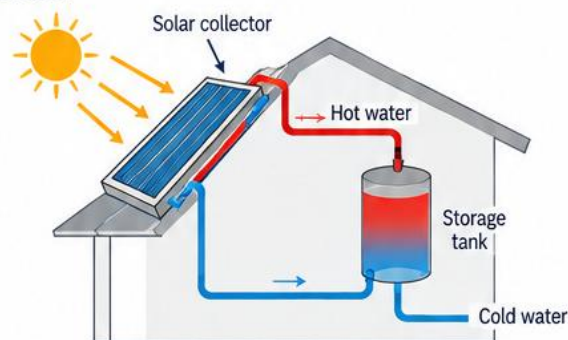
The bar chart below shows the number of tourists visiting a national park, while the pie chart shows the main reasons for their visit in 2024.



Your Introduction:

4 System Diagram

The diagram below shows how a solar water-heating system operates.



Your Introduction:



Quick Tips:

- Write **one** clear sentence only.
- Paraphrase the question.
- Keep the same meaning.
- Do not add an overview or detailed data.

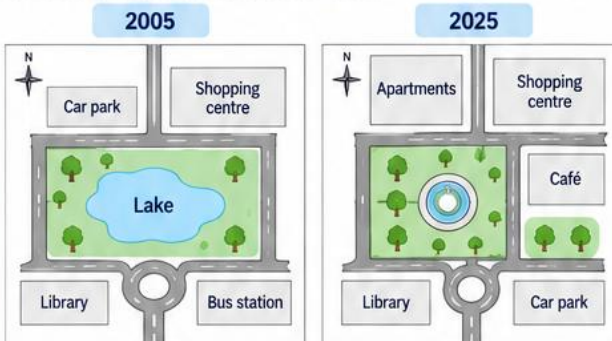
*Small steps
different results!*

Model Answers & Key Formulas (Part 2)

Let's check the answers for Page 3 and learn how to write strong introductions for different Task 1 types.

1 Map

The maps below show the layout of a town centre in 2005 and the same area in 2025.



Model Introduction:

The maps **illustrate** how the layout of a town centre **changed between 2005 and 2025**.

2 Process Diagram

The diagram below shows how recycled paper is produced.



Model Introduction:

The diagram **illustrates the process by which recycled paper is produced**.

3 Mixed Charts

The bar chart below shows the number of tourists visiting a national park, while the pie chart shows the main reasons for their visit in 2024.

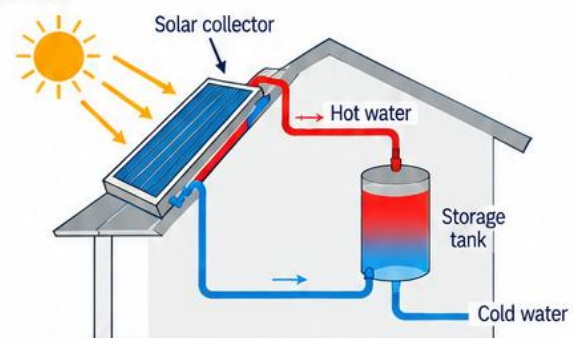


Model Introduction:

The bar chart shows **the number of tourists visiting a national park**, while **the pie chart illustrates the main reasons for their visit in 2024**.

4 System Diagram

The diagram below shows how a solar water-heating system operates.



Model Introduction:

The diagram **illustrates how a solar water-heating system operates**.

Special Introduction Formulas

- Maps:** The maps illustrate/show how + place + changed + time.
- Processes:** The diagram illustrates the process by which + product + is produced.
- Mixed Charts:** The first visual shows A, while the second visual shows B.
- System Diagrams:** The diagram illustrates how + system + works/operates/functions.

Useful Expressions

- ✓ the layout of
- ✓ the development of
- ✓ the process by which
- ✓ the stages involved in
- ✓ the production of
- ✓ while / whereas
- ✓ respectively
- ✓ works / operates / functions
- ✓ changed / was transformed
- ✓ various / different
- ✓ the main reasons for

Key Reminders

- ✓ Keep it short (one clear sentence).
- ✓ Do not describe trends or details.
- ✓ Do not include data (no numbers).
- ✓ Use appropriate reporting verbs.
- ✓ Paraphrase the question.
- ✓ Keep the same meaning.
- ✓ Include place and time (if given).
- ✓ Use correct language for the task type.
- ✓ Do not change every word.
- ✓ Practice regularly.



Key Takeaway:

Identify the task type → Use the right formula → Paraphrase → Keep it concise.

*Good introductions
lead to higher scores!*

Practice Time – Introduction Quiz 3

Look at each Task 1 question and write only the introduction.
Do not write an overview or details. Use the formula and useful verbs to help you.

Formula Reminder:

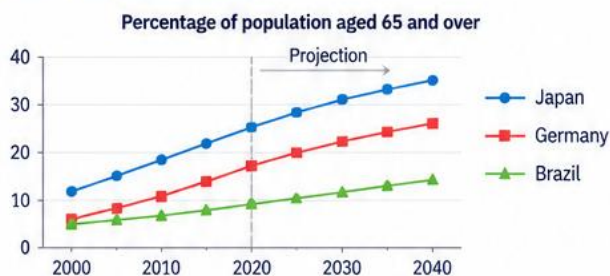
The + visual type + reporting verb + main topic + place + time

Useful reporting verbs:

- shows
- illustrates
- compares
- presents information about
- provides information on
- depicts

1 Line Graph (with projection)

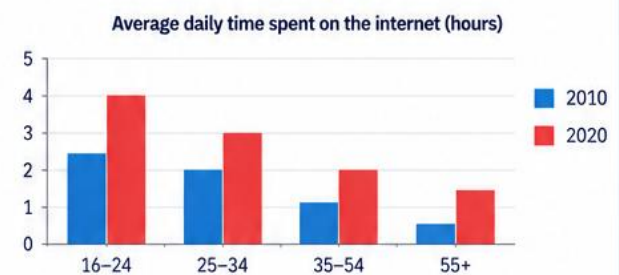
The line graph below shows the percentage of the population aged 65 and over in three countries from 2000 to 2020, with a projection to 2040.



Your Introduction:

2 Bar Chart (two years)

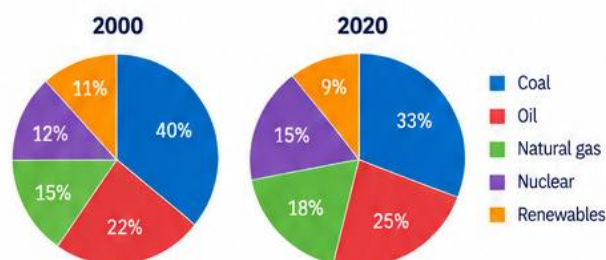
The bar chart below shows the average daily time spent on the internet by people in four age groups in 2010 and 2020.



Your Introduction:

3 Two Pie Charts

The pie charts below show the sources of energy consumption in a country in 2000 and 2020.



Your Introduction:

4 Table (with multiple categories)

The table below gives information about the production of different types of fruit in three countries in 2023 (in thousand tonnes).

Fruit	Australia	Canada	New Zealand
Apples	230	190	120
Oranges	180	90	70
Bananas	90	40	30
Grapes	160	110	90
Pears	75	60	40

Your Introduction:



Challenge Yourself!

- Use different reporting verbs for each question.
- Paraphrase the words from the question.
- Keep it to one clear sentence.
- Do not include any data or trends.
- Make sure you include place and time (if given).

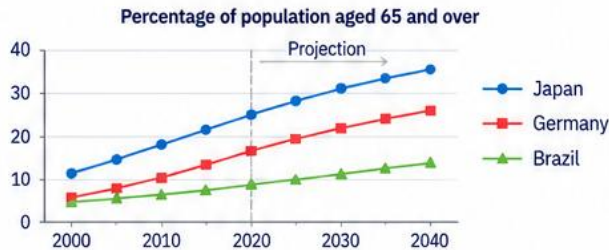
*Good introductions
make a strong impression!*

Model Answers & Key Formulas (Part 3)

Let's check the answers for Page 5 and learn more advanced patterns for Task 1 introductions.

1 Line Graph (with projection)

The line graph below shows the percentage of the population aged 65 and over in three countries from 2000 to 2020, with a projection to 2040.

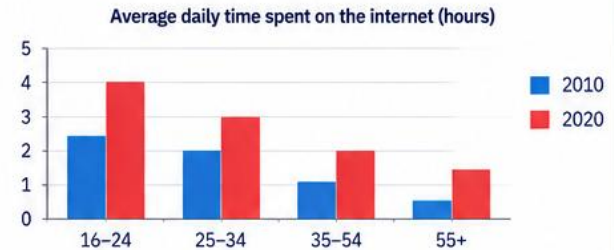


Model Introduction:

The line graph **illustrates the percentage** of the population aged 65 and over in three countries **from 2000 to 2020, with a projection to 2040.**

2 Bar Chart (two years)

The bar chart below shows the average daily time spent on the internet by people in four age groups in 2010 and 2020.

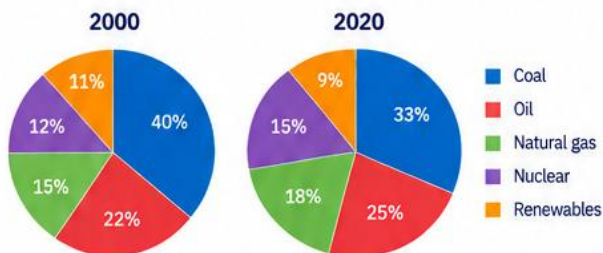


Model Introduction:

The bar chart **compares** the average daily time spent on the internet by people in four age groups **in 2010 and 2020.**

3 Two Pie Charts

The pie charts below show the sources of energy consumption in a country in 2000 and 2020.



Model Introduction:

The two pie charts **compare the sources** of energy consumption in a country **in 2000 and 2020.**

4 Table (with multiple categories)

The table below gives information about the production of different types of fruit in three countries in 2023 (in thousand tonnes).

Fruit	Australia	Canada	New Zealand
Apples	230	190	120
Oranges	180	90	70
Bananas	90	40	30
Grapes	160	110	90
Pears	75	60	40

Model Introduction:

The table **provides information about** the production of different types of fruit in three countries **in 2023 (in thousand tonnes).**

Advanced Introduction Formulas

1 Trend with projection

The + visual + illustrates/shows + topic + from X to Y, with a projection to Z.

2 Two-time comparison

The + visual + compares + topic + in X and Y.

3 Two visuals (same topic)

The two + visuals + compare + topic + in X and Y.

4 Table with categories

The + table + provides information about + topic + place + time + (unit if given).

Useful Vocabulary & Expressions

- projection (n.) – a future estimate
- forecast (n./v.) – an estimate of what will happen
- average – mean
- daily / annual / monthly
- time spent on – the duration of
- sources of – where something comes from
- production of – the process of making
- types of – kinds of
- in contrast to – compared with
- respectively – in the same order
- in ... (unit) – e.g. (in thousand tonnes)
- various / different – a range of

Important Advice

- ✓ Use appropriate reporting verbs.
- ✓ Include time and place (if given).
- ✓ Paraphrase the question.
- ✓ Keep it short (one clear sentence).
- ✓ Do not include data, numbers or trends.
- ✓ Use correct language for the visual type.
- ✓ Keep the original meaning.
- ✓ Include units if they are given (e.g. in thousand tonnes).
- ✓ Do not change every word.
- ✓ Practice regularly with different types of charts.



Key Takeaway:

Right formula + Good paraphrasing = A strong introduction

Practice more,
score higher!

Practice Time – Introduction Quiz 4

Look at each Task 1 question and write only the introduction.
Do not write an overview or details. Use the formula and useful verbs to help you.

Formula Reminder:

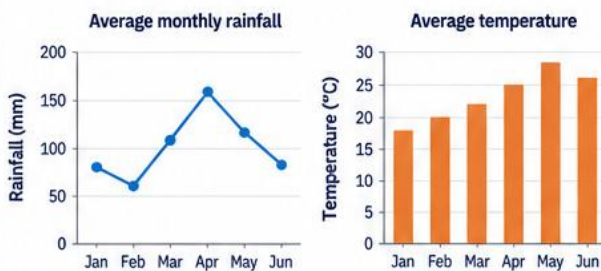
The + visual type + reporting verb + main topic + place + time

Useful reporting verbs:

- shows
- illustrates
- compares
- presents information about
- provides information on
- depicts

1 Mixed Chart (Line Graph + Bar Chart)

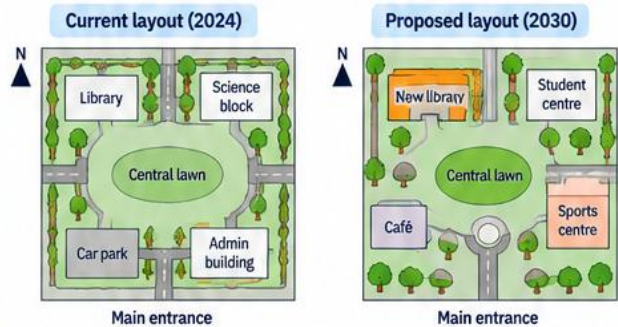
The line graph below shows the average monthly rainfall in a city from January to June, while the bar chart shows the average temperature during the same period.



Your Introduction:

2 Future Map

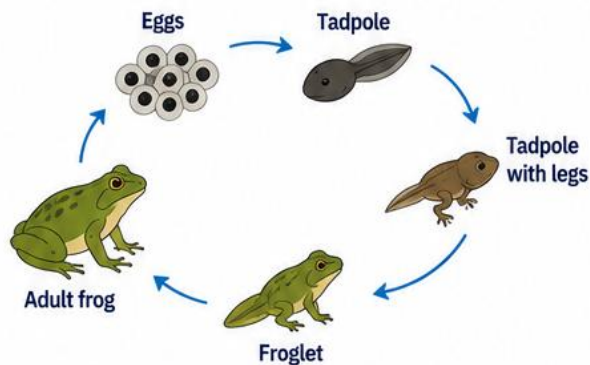
The maps below show the current layout of a university campus and the proposed changes planned for 2030.



Your Introduction:

3 Natural Process (Life Cycle)

The diagram below shows the life cycle of a frog.

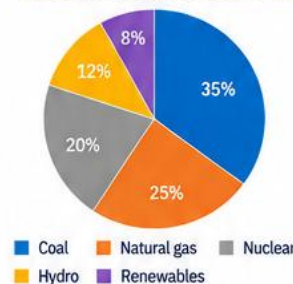


Your Introduction:

4 Pie Chart + Table

The pie chart below shows the proportions of energy produced from five different sources in a country in 2025, while the table provides information about the cost of producing energy from each source.

Sources of energy production in 2025



Cost of producing energy (AUD per MWh)

Energy source	Cost
Coal	60
Natural gas	70
Nuclear	90
Hydro	50
Renewables	80

Your Introduction:



Challenge Yourself!

- ✓ Use a different structure for each question.
- ✓ Keep it to one clear sentence.
- ✓ Include place and time (if given).
- ✓ Paraphrase the question.
- ✓ Do not write any data, trends or overview.

Common Mistakes to Avoid:

- ✗ Copying words directly from the question.
- ✗ Including numbers or details.
- ✗ Writing more than one sentence.
- ✗ Not mentioning all visuals (for mixed tasks).
- ✗ Changing the meaning.

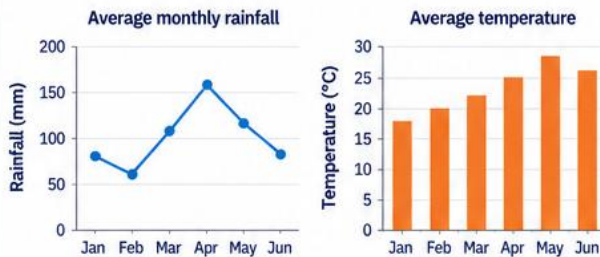
*Small steps
today,
bigger scores
tomorrow!*

Model Answers & Key Formulas (Part 4)

Let's check the answers for Page 7 and learn advanced patterns with different types of visuals.

1 Mixed Chart (Line Graph + Bar Chart)

The line graph below shows the average monthly rainfall in a city from January to June, while the bar chart shows the average temperature during the same period.

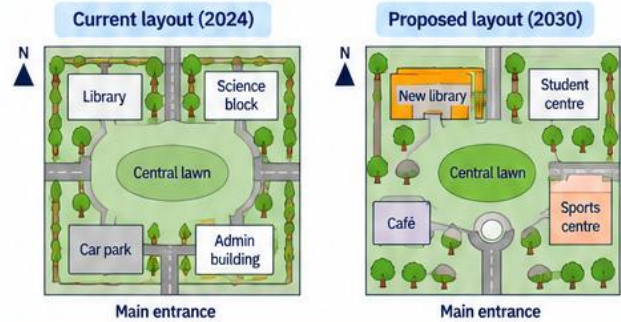


Model Introduction:

The line graph **illustrates** the average monthly rainfall in a city **from January to June**, while the bar chart **shows** the average temperature **during the same period**.

2 Future Map

The maps below show the current layout of a university campus and the proposed changes planned for 2030.

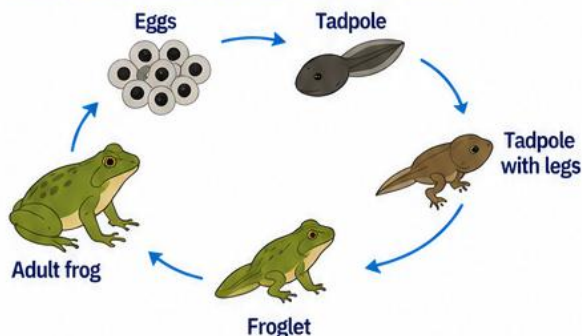


Model Introduction:

The maps **illustrate** the current layout of a university campus and the proposed changes **planned for 2030**.

3 Natural Process (Life Cycle)

The diagram below shows the life cycle of a frog.



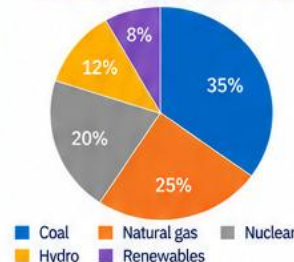
Model Introduction:

The diagram **illustrates** the life cycle of a frog **from egg to adult**.

4 Pie Chart + Table

The pie chart below shows the proportions of energy produced from five different sources in a country in 2025, while the table provides information about the cost of producing energy from each source.

Sources of energy production in 2025



Cost of producing energy (AUD per MWh)

Energy source	Cost
Coal	60
Natural gas	70
Nuclear	90
Hydro	50
Renewables	80

Model Introduction:

The pie chart **shows** the proportions of energy produced from five different sources in a country in 2025, while the table **provides information about** the cost of producing energy from each source.

Advanced Introduction Formulas

- Two different charts:**
The line **graph** shows ..., while the bar chart illustrates ... + place + time.
- Future map:**
The maps illustrate the current layout of ... and the proposed changes planned for ...
- Natural process / life cycle:**
The diagram illustrates the life cycle of ... from ... to ...
- Pie chart + table:**
The pie chart shows ..., while the table provides information about ... + place + time.

Useful Expressions

- illustrates / shows / presents
- provides information about
- depicts / demonstrates
- the current layout / the proposed changes
- the life cycle / the stages in the process
- from ... to ...
- planned for / expected in / by
- the proportion / percentage / share of
- information about
- during the same period
- in comparison with
- in a country / in a city / worldwide
- consists of / comprises

Key Reminders

- Identify all visuals in the question.
- Use an appropriate reporting verb.
- Include the place and time (if given).
- Paraphrase the question.
- Keep it to one clear sentence.
- Use different structures for variety.
- Do not write any data, trends or details.
- Do not copy words directly from the question.
- Keep the original meaning.
- Practise regularly with different types of visuals.



Key Takeaway:

Different visuals, different structures — same clear meaning.

Practice smart,
write better!

Introduction Breakdown

Know what to write, how to write, and which words to use.

1 The Core Formula

The + visual type + reporting verb + main topic + place + time

Example:

The line graph illustrates the percentage of households with internet access in three countries between 2000 and 2020.

Visual type

Reporting verb

Main topic

Place

Time

2 What Should You Include?

A good introduction usually includes:

- ✓ **Visual type** line graph, bar chart, pie chart, table, map, process, diagram etc.
- ✓ **Main topic** What is being measured or shown?
- ✓ **Place / group** country, city, age group, profession, category etc.
- ✓ **Time** year, period, future time (if given)
- ✓ **Unit** only if it helps (e.g. %, tonnes, millions)

3 Which Reporting Verb Should You Choose?

Different verbs are suitable for different types of visuals.

Reporting verb	When to use	Example
shows	General use (safe option)	The bar chart shows ...
illustrates	Formal and very common	The line graph illustrates ...
compares	When comparing items	The chart compares ...
provides information on/about	Especially for tables	The table provides information on ...
depicts	Good for diagrams/maps	The diagram depicts ...
presents	Another good general option	The chart presents ...

4 Formula by Task Type

Task type	Formula
Line graph	The line graph illustrates/shows changes in + topic + place + time.
Bar chart	The bar chart compares + topic + categories + time.
Pie chart	The pie chart(s) illustrates/compares the proportion of + topic + time.
Table	The table provides information on/about + topic + place/time.
Mixed charts	The first visual shows A, while the second visual shows B.
Map	The maps illustrate how + place + changed/developed + between X and Y.
Process	The diagram illustrates the process by which + product + is produced.
Natural process	The diagram illustrates the stages in the life cycle of ...
System diagram	The diagram illustrates how + system + works/operates.

5 Useful Language for Key Parts

What to write	Useful words / phrases	Examples
Main topic	the number / percentage / proportion / level / amount of	the number of tourists the proportion of energy
Place / group	in / in a / among / for	in three countries among different age groups
Time	in / between ... and ... / from ... to ... / in ...	in 2024 between 2010 and 2020
Unit (if needed)	%, tonnes, millions, thousand, AUD, etc.	measured in million tonnes
Other useful words	various / different / several / main / total / average	the main sources of energy

6 Helpful Paraphrasing Choices

Common word/phrase	Better alternatives
shows	illustrates / presents / depicts
number	figure / number
percentage	proportion / percentage / share
people	people / residents / individuals
countries	countries / nations
in 2000 to 2020	between 2000 and 2020 / from 2000 to 2020
different	various / a range of
types	kinds of / categories of
spending	expenditure / spending
increase / decrease	rise / fall / grow / drop

7 What NOT to Include

- ✗ Overview or summary.
- ✗ Detailed data or numbers.
- ✗ Trends (increase, decrease, etc.).
- ✗ Personal opinion or reasons.
- ✗ A conclusion.
- ✗ Too many sentences.
- ✗ Copying words directly from the question.

8 Best Length

- ✓ Usually 1 clear sentence.
- ✓ Sometimes 2 short sentences (for mixed visuals).
- ✓ Keep it concise and direct.
- ✓ Focus only on the essential information.

9 Golden Rule

**Different words
+ Same meaning**

"Paraphrasing should change the language, not the information."

10 Quick Practice

Identify the key parts and write the introduction.

The bar chart shows the percentage of people using four forms of transport in Australia in 2020.

Visual type: _____
Reporting verb: _____
Main topic: _____
Place: _____
Time: _____

Your introduction:



Key Takeaway:

A strong introduction is clear, concise and well-paraphrased.

*Plan well,
write better!*

Introduction Language Bank

Useful words, phrases and structures for high-scoring introductions

*Use it
Practise it
Improve it!*

1 Reporting Verbs

Verb	Use	Example
shows	General use (safe)	The chart shows ...
illustrates	Formal and common	The graph illustrates ...
compares	When comparing items	The bar chart compares ...
presents	Another good option	The chart presents ...
proresents information on/about	Especially for tables	The table provides information on ...
depicts	Useful for diagrams/maps	The diagram depicts ...
demonstrates	Less common, but fine	The map demonstrates ...
outlines	Useful for processes	The diagram outlines ...

2 Useful Nouns (Main Topic)

- ✓ number
- ✓ figure
- ✓ percentage
- ✓ proportion
- ✓ share
- ✓ amount
- ✓ level
- ✓ rate
- ✓ distribution
- ✓ consumption
- ✓ expenditure
- ✓ production
- ✓ population
- ✓ resident(s)
- ✓ individual(s)
- ✓ category
- ✓ group
- ✓ type
- ✓ variety
- ✓ trend
- ✓ change
- ✓ development
- ✓ process
- ✓ stage / stages
- ✓ cycle
- ✓ layout

3 Useful Adjectives

- ✓ different
- ✓ various
- ✓ several
- ✓ overall
- ✓ average
- ✓ total
- ✓ monthly
- ✓ annual
- ✓ daily
- ✓ domestic
- ✓ major
- ✓ current
- ✓ future
- ✓ proposed
- ✓ natural
- ✓ industrial
- ✓ economic
- ✓ social
- ✓ urban
- ✓ rural

4 Useful Prepositions

- ✓ **in** in Australia / in 2020
- ✓ **among** among five countries
- ✓ **across** across different regions
- ✓ **between** between 2000 and 2020
- ✓ **from ... to** from 2000 to 2020
- ✓ **over** over the period
- ✓ **during** during the same period
- ✓ **by** by age group / by category
- ✓ **for** for different professions
- ✓ **in terms of** in terms of energy consumption

5 Time Expressions

- ✓ in 2020
- ✓ in 2010 and 2020
- ✓ between 2000 and 2020
- ✓ from 2000 to 2020
- ✓ over a 20-year period
- ✓ during the period shown
- ✓ in the years 2000–2020
- ✓ with projections to 2040
- ✓ planned for 2030
- ✓ at present / currently
- ✓ in the future
- ✓ by 2030 / by 2050

6 Paraphrasing Noun Phrases

Common phrase	Better alternatives
the number of people	→ the figure for people / the number of individuals
the percentage of households	→ the proportion of households / households' share
money spent	→ expenditure / spending
energy used	→ energy consumption
goods produced	→ the production of goods
people living in cities	→ urban residents / city dwellers
how people travelled	→ modes of transport used by people
a comparison of ...	→ a comparison between ...
changes over time	→ developments over the period
the cost of producing	→ the production cost of ...

7 Task-Type Vocabulary

Task type	Useful words / phrases
Line graph	trend, change, fluctuation, rise, fall, figure, proportion
Bar chart	comparison, category, number, amount, percentage
Pie chart	proportion, share, distribution, composition
Table	data, figures, information, comparison
Map	layout, development, transformation, proposed changes
Process	process, stages, production, procedure, cycle
Natural process	life cycle, stages, growth, development
System diagram	works, operates, functions, components

8 Safe Structure Changes

Basic form	Better alternative
The chart shows ...	The chart illustrates ... / presents ...
The bar chart shows ...	The bar chart compares ...
The table shows ...	The table provides information on ...
The maps show ...	The maps illustrate ...
The diagram shows ...	The diagram depicts ... / outlines ...
The graph shows how ... changed ...	The graph illustrates changes in ...
The pie chart shows ...	The pie chart illustrates the proportion of ...
The diagram shows how X is made.	The diagram illustrates the process by which X is produced.

9 Words to Avoid Overusing

- ✗ shows (use illustrates, compares, presents, etc.)
- ✗ different (use various, several, multiple, etc.)
- ✗ number (use figure, amount, total, etc.)
- ✗ people (use individuals, residents, population, etc.)
- ✗ big/small (not needed in introduction)
- ✗ it (be specific)

“Use a variety of vocabulary, but keep it natural and accurate!”

10 Quick Practice

Change the phrases below into better academic expressions.

- money spent → _____
- percentage → _____
- shows → _____
- people → _____
- from 2010 to 2020 → _____
- how a product is made → _____
- different types → _____
- in many countries → _____



Key Takeaway:

The right vocabulary makes your introduction clearer, more academic and more impressive.

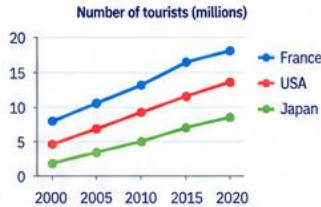
Expand your vocabulary, increase your band score!

Final Introduction Practice – All Task 1 Types

Look at each Task 1 question carefully and write only the introduction. Do not write an overview or details.

1 Line Graph

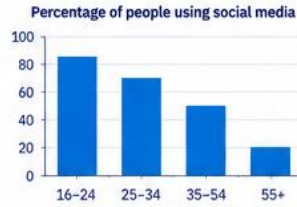
The line graph below shows the number of tourists visiting three different countries between 2000 and 2020.



Your Introduction:

2 Bar Chart

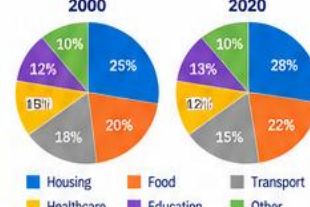
The bar chart below shows the percentage of people in four age groups who used social media in 2025.



Your Introduction:

3 Pie Charts

The pie charts below show how household spending was distributed across six categories in 2000 and 2020.



Your Introduction:

4 Table

The table below gives information about the average annual salaries of workers in five different professions in Australia in 2025.

Profession	Average salary (AUD)
Doctor	180,000
Engineer	120,000
Teacher	85,000
Nurse	75,000
Accountant	95,000

Your Introduction:

5 Mixed Charts (Line + Bar)

The line graph below shows the number of visitors to a theme park from January to June, while the bar chart shows the average amount of money spent by visitors during the same period.



Your Introduction:

6 Map

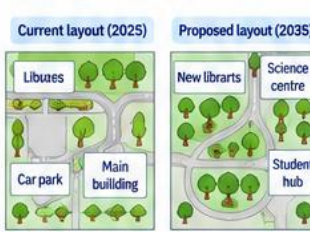
The maps below show the layout of a coastal town in 2000 and the same area in 2025.



Your Introduction:

7 Future Map

The maps below show the current layout of a university campus and the proposed changes planned for 2035.



Your Introduction:

8 Process Diagram

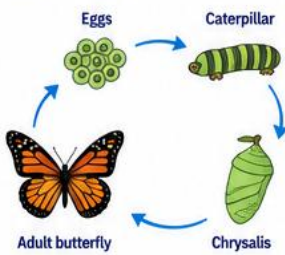
The diagram below shows how bottled water is produced.



Your Introduction:

9 Natural Process

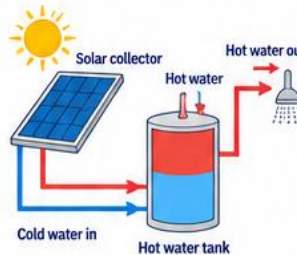
The diagram below shows the life cycle of a butterfly from egg to adult.



Your Introduction:

10 System Diagram

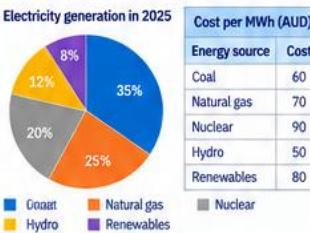
The diagram below shows how a solar-powered water heating system works.



Your Introduction:

11 Pie Chart + Table

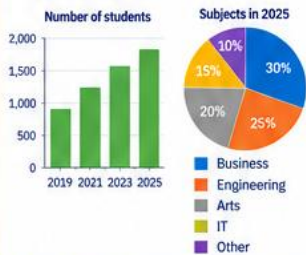
The pie chart below shows the proportions of electricity generated from five energy sources in 2025, while the table provides information about the cost of producing electricity from each source.



Your Introduction:

12 Bar Chart + Pie Chart

The bar chart below shows the number of international students at a university, while the pie chart shows the subjects they studied in 2025.



Your Introduction:



Remember the Formula:

The + visual type + reporting verb + main topic + place + time



Checklist Before You Write:

- ✓ One clear sentence only
- ✓ Same meaning (paraphrase)
- ✓ Correct reporting verb
- ✓ Include place and time (if given)
- ✓ Do not write any data
- ✓ Do not mention trends or overview



You Can Do It!

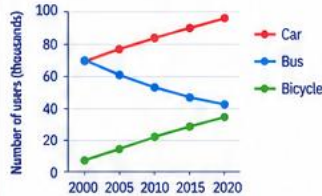
**Practice today
for a higher band tomorrow!**

Extra Practice – Different Trends & Situations

Look at each Task 1 question and write only the introduction. Use appropriate vocabulary and paraphrase naturally.

1 Line Graph (Increase & Decrease)

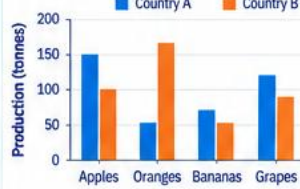
The line graph below shows the number of people using three different modes of transport in a city from 2000 to 2020.



Your Introduction:

2 Bar Chart (Comparison)

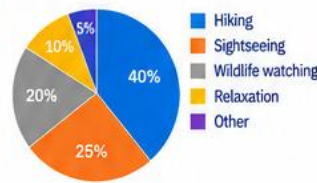
The bar chart below shows the production of four types of fruit in two countries in 2024.



Your Introduction:

3 Pie Chart (Single)

The pie chart below shows the main reasons why people visit a national park in 2024.



Your Introduction:

4 Table (Changes over time)

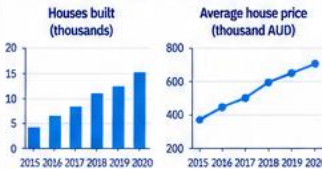
The table below shows the average monthly household expenditure in a country in 2010 and 2020.

Item	Expenditure (AUD)	
	2010	2020
Food	400	450
Housing	800	950
Transport	300	350
Healthcare	200	300
Entertainment	150	200

Your Introduction:

5 Mixed Charts (Bar + Line)

The bar chart shows the number of new houses built in a city from 2015 to 2020, while the line graph shows the average house price during the same period.



Your Introduction:

6 Map (Development)

The maps below show a village in 1990 and the same village in 2020.



Your Introduction:

7 Process (Manufacturing)

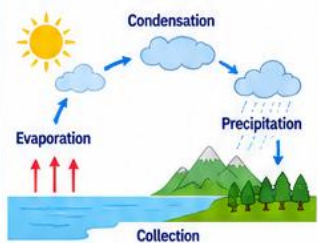
The diagram below shows how paper is made from wood.



Your Introduction:

8 Natural Process

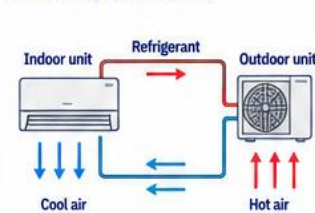
The diagram below shows the water cycle.



Your Introduction:

9 System Diagram

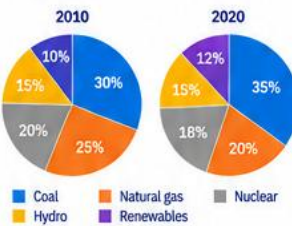
The diagram below shows how an air conditioning system works.



Your Introduction:

10 Pie Charts (Comparison)

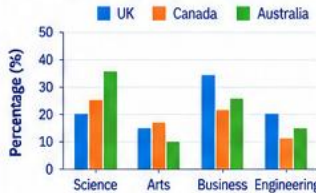
The pie charts below show the sources of energy production in a country in 2010 and 2020.



Your Introduction:

11 Bar Chart (Multiple categories)

The bar chart below shows the percentage of students in three countries who chose different fields of study in 2024.



Your Introduction:

12 Map (Future Plan)

The maps below show a coastal area now and the proposed development plan for 2030.



Your Introduction:



Use the Formula:

The + visual type + reporting verb +
main topic + place + time



Final Checklist:

- One clear sentence only
- Paraphrase (same meaning)
- Use a suitable reporting verb
- Include place and time (if given)
- Do not write any data or numbers
- Do not mention trends or an overview



Keep Practicing!

"Better practice
today, higher band
tomorrow!"

*Small Steps
Big Progress!*

Clear introduction → Stronger body paragraphs → Higher band score!

You can do it!

LECTURE 03

Overview Masterclass

Identify the big picture, highlight key features and write clear overviews without overloading them with detail.

Learn

Understand the skill

Practice

Apply it to realistic tasks

Improve

Review and refine

SOHOJ ENGLISH ACADEMY

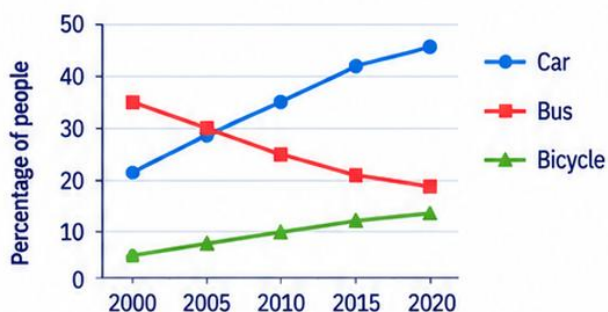
Overview Practice Quiz 1

Look at each visual carefully and write **ONLY** the overview.

- Write 1–2 sentences.
- Describe the main trend, biggest/smallest, or key features.
- Do NOT write any numbers or details.
- Use your own words.

1 Line Graph

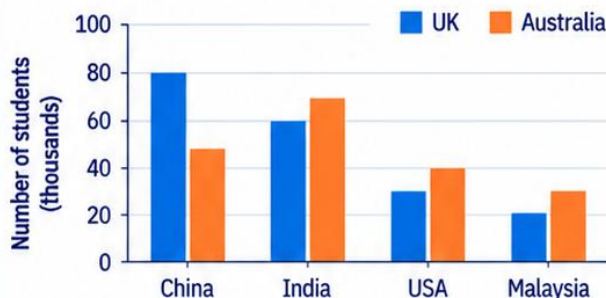
The line graph below shows the percentage of people using three different modes of transport in a city between 2000 and 2020.



Write your overview here:

2 Bar Chart

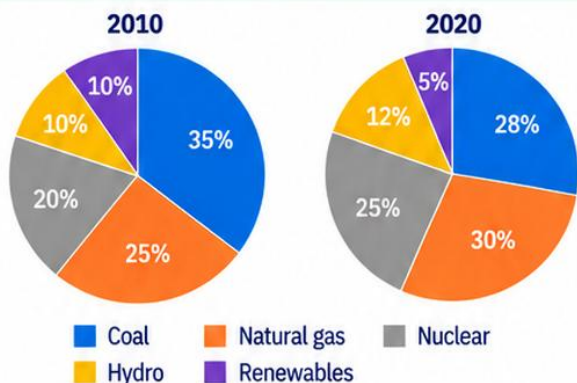
The bar chart below shows the number of international students from four countries who studied in the UK and Australia in 2020.



Write your overview here:

3 Pie Chart

The pie charts below show the sources of energy production in a country in 2010 and 2020.



Write your overview here:

4 Table

The table below shows the average monthly household expenditure in five categories in two different years.

Category	2010 (AUD)	2020 (AUD)
Food	400	450
Housing	800	950
Transport	300	350
Healthcare	200	300
Entertainment	150	250

Write your overview here:



Remember:

- ✓ The overview is a summary of the main features.
- ✓ Focus on the big picture, not the numbers.
- ✓ Use general language and make clear comparisons.

*"Good overviews
lead to higher scores!"*

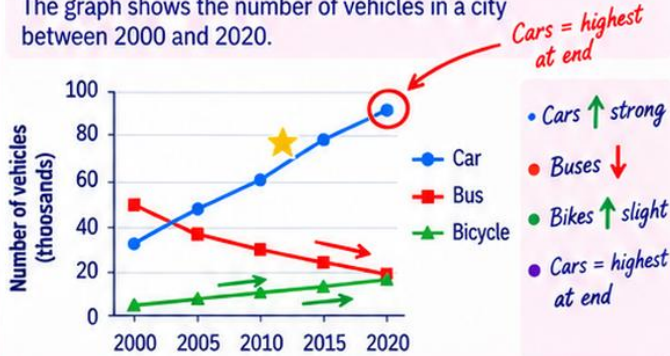
Highlight the Main Trends Before You Write

Mark the visual first, compare the key features, then write the overview.

1 Mark the Biggest Features ↑ = increase ↓ = decrease → = stable ○ = highest/lowest ↔ = comparison ★ = biggest change

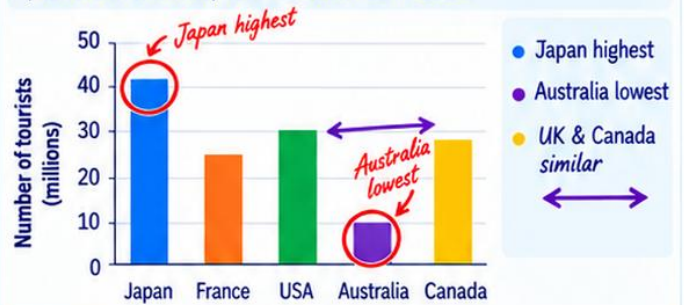
A Line Graph Example

The graph shows the number of vehicles in a city between 2000 and 2020.



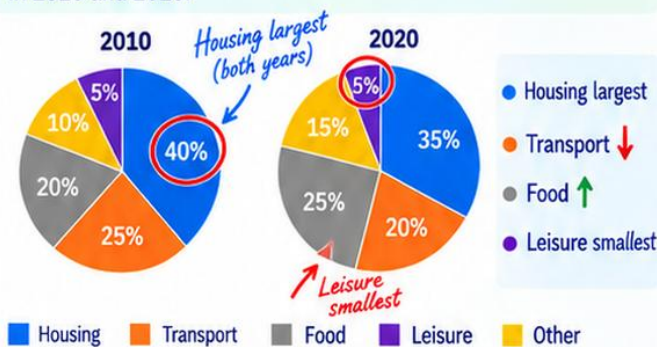
B Bar Chart Example

The chart shows the number of international tourists (visitors in millions) to five countries in 2020.



C Pie Chart Example

The pie charts show how people spent their money in 2010 and 2020.



D Table Example

The table shows the number of students (in thousands) in four subjects at a university in 2010 and 2020.

Subject	2010 (thousands)	2020 (thousands)
Science	20	30
Arts	15	18
Business	25	28
Health	10	25
Education	8	12
Entertainment	5	7

- Housing highest both years
- Entertainment lowest
- Health ↑ most (+15)

3 Compare, Don't Describe Everything

Ask yourself these questions before writing the overview.

- ✓ What increased?
- ✓ Which was lowest?
- ✓ What decreased?
- ✓ Which changed the most?
- ✓ What stayed stable?
- ✓ Which are similar?
- ✓ Which was highest?

4 Keep Small Notes Only

Write short notes, not full sentences.

✓ YES – Short notes

- Cars ↑ strong
- X highest
- Y lowest
- Most categories ↑

✗ NO – Full sentences

- ~~The number of cars increased significantly over the period and was the highest at the end of the timeline.~~

5 Overview Formula

Use one of these simple structures to write your overview.

Formula 1

Overall, + main trend, while/whereas + contrasting trend.

Formula 2

Overall, X recorded the highest figures, whereas Y remained the lowest.

Formula 3

Overall, most categories increased, with X showing the largest change.



Golden Rule:

Mark first → Compare second → Note third → Write last

A clear overview leads to a higher band!

Model Overview Answers

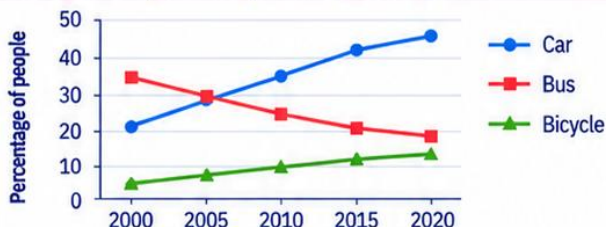
Look at each visual, study the formula, and see how a clear overview is written.

Remember: The overview gives the big picture, not the detailed data.

1 Line Graph

Trends over time

The graph shows the percentage of people using three different modes of transport in a city between 2000 and 2020.



Formula:

Overall, + main trend, while + contrasting trend.
In addition, + highest/lowest feature.

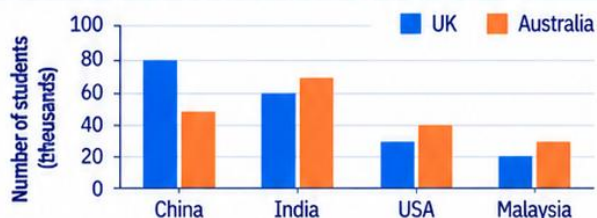
Model Overview:

Overall, the number of cars **increased sharply** over the period, while the figure for buses **declined steadily**. In addition, cars **became the highest category** by 2020, whereas bicycles **remained much lower** despite a slight rise.

2 Bar Chart

Comparison between categories

The bar chart shows the number of international students from four countries who studied in the UK and Australia in 2020.



Formula:

Overall, + highest category + had the greatest figure, while + lowest category + recorded the smallest. Also, + mention any similar figures.

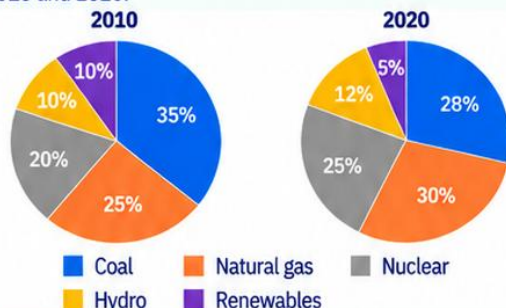
Model Overview:

Overall, China had the **highest number** of international students, whereas Malaysia recorded the **lowest figure**. In addition, the numbers for the USA and Australia were **relatively similar**, while India attracted **more students to Australia** than to the UK.

3 Pie Charts

Changes over time

The pie charts show the sources of energy production in a country in 2010 and 2020.



Formula:

Overall, + largest proportion + accounted for the biggest share, while + smallest category + remained the least significant.
Meanwhile, + mention one important change.

Model Overview:

Overall, coal accounted for the **largest share** of energy production in both 2010 and 2020, while **renewables** remained the **smallest category**. Meanwhile, the proportion of **natural gas increased**, whereas the share of coal **declined** over the period.

4 Table

Comparison across time

The table shows the average monthly household expenditure in five categories in two different years.

Category	2010 (AUD)	2020 (AUD)
Food	400	450
Housing	800	950
Transport	300	350
Healthcare	200	300
Entertainment	150	250

Formula:

Overall, + general trend. Furthermore, + highest and lowest categories. Finally, + biggest change.

Model Overview:

Overall, household expenditure **increased in all categories** between 2010 and 2020. Furthermore, housing recorded the **highest spending** in both years, while entertainment remained the **lowest**. Finally, healthcare showed the **most noticeable growth** over the period.



Key Takeaways

- ✓ Give the big picture only.
- ✓ Mention main trends and comparisons.
- ✓ Include highest/lowest or biggest change.
- ✓ Avoid detailed numbers.
- ✓ Use clear and general language.



Useful Overview Starters

- Overall,
- In general,
- It is clear that
- Overall, the main feature is that
- A noticeable trend is that
- The most striking feature is that



Remember!

"A clear overview
shows you understand
the whole picture!"

Overview Practice Quiz 2

Look at each visual carefully and write **ONLY** the overview.

- Write 1–2 sentences for each.
- Describe the main features, key changes or the overall process.
- Do NOT write any numbers or details.
- Use your own words.

1 Map

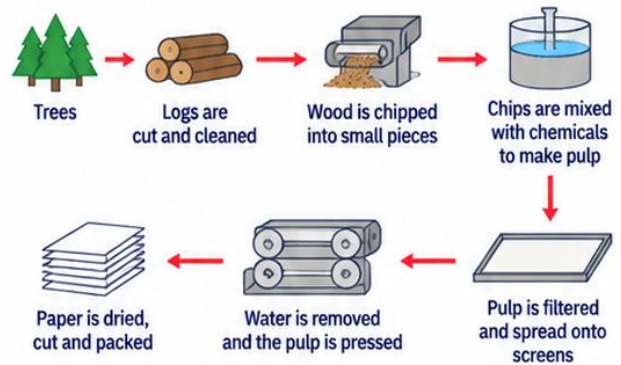
The maps below show the changes in a coastal town in 1990 and 2020.



Write your overview here:

2 Process Diagram

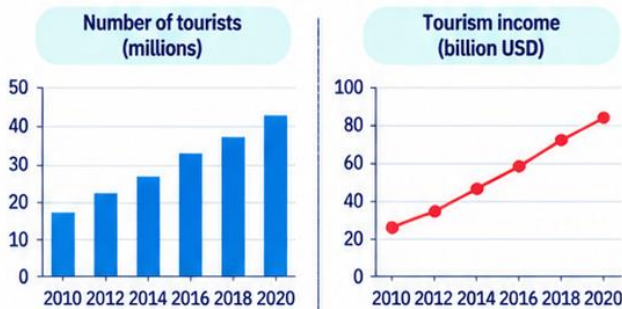
The diagram below shows the process of making paper from wood.



Write your overview here:

3 Mixed Charts

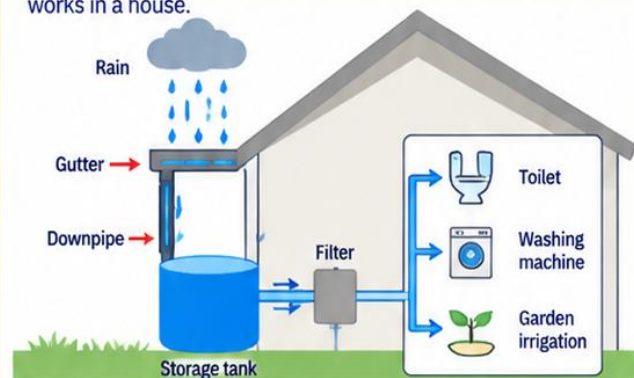
The charts below show the number of tourists visiting a country and the income from tourism between 2010 and 2020.



Write your overview here:

4 System Diagram

The diagram below shows how a rainwater harvesting system works in a house.



Write your overview here:



- ✓ Give the big picture only.
- ✓ Focus on the main changes or main stages.
- ✓ Mention key comparisons where relevant.
- ✓ Do not include detailed data or numbers.
- ✓ Use clear and general language.

*"A clear overview
shows you understand
the whole picture!"*

Find and Highlight the Main Features – Part 2

The key features for each visual are already identified. Study how the main trends, changes or stages are highlighted.

↑ = Increase / Rise ↓ = Decrease / Fall → = Stable / No change ○ = Highest / Largest ○ = Lowest / Smallest ★ = Biggest change

1 Map

Changes in a coastal town

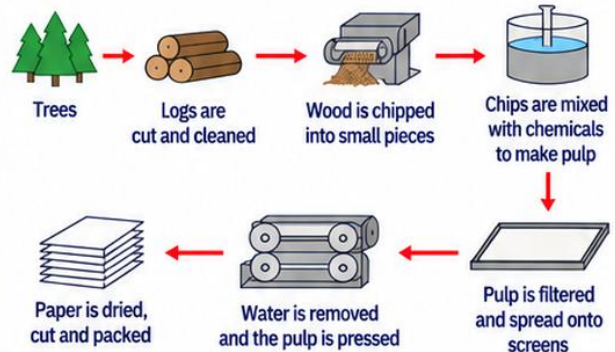


Key features for the overview:

- ➕ A shopping centre, a hotel and a marina have been added.
- ➖ Some green areas/trees have been replaced by buildings and roads.
- The town centre and the coastline remain unchanged.
- ★ Overall, the town has become more developed.

2 Process Diagram

Making paper from wood



Key features for the overview:

- ➡ A linear process with six main stages.
- Starts with trees (raw material).
- Ends with paper (final product).
- ★ Overall, wood is transformed into paper through several stages.

3 Mixed Charts

Tourists and tourism income



Key features for the overview:

- ➡ Both the number of tourists and tourism income increased over the period.
- ★ Both reached their highest points in 2020.
- There were no significant decreases.
- ↔ The two charts show a similar upward trend.

4 System Diagram

Rainwater harvesting system



Key features for the overview:

- The system collects rainwater from the roof.
- The water is stored, filtered and then used in the house and garden.
- ➡ It has a clear flow from collection to usage.
- ★ Overall, it shows a simple and sustainable way to reuse rainwater.



Key Takeaway

- ✓ Focus on the main features, not small details.
- ✓ Look for overall changes, trends or stages.
- ✓ Notice highest/lowest, biggest change or similarities.
- ✓ Use clear and general language in your overview.



Your Turn

Now use these highlighted features to write the overview for each visual on the previous page (Page 4).

"Good analysis leads to a strong overview!"

Model Overview Answers – Part 2

Look at each visual from Page 4. Here are model overview answers with key language and useful formulas.

1 Map

Changes in a coastal town



Overview Formula (Map):

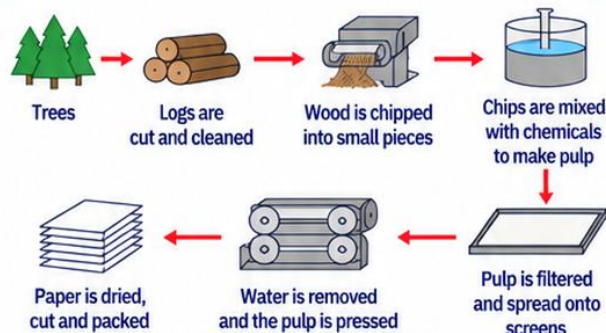
Overall, the area has become more/less developed, with ... added/removed, while ... remain(s) unchanged.

Model Overview:

Overall, the coastal town has become **more developed** between 1990 and 2020. **A shopping centre, a hotel and a marina have been added**, while **the town centre and the coastline have remained unchanged**.

2 Process Diagram

Making paper from wood



Overview Formula (Process):

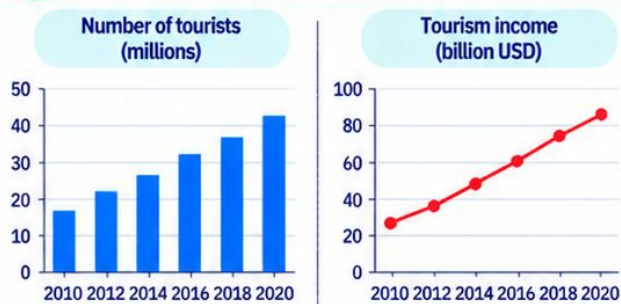
Overall, it is a linear/cyclical process with ... main stages, starting with ... and ending with ...

Model Overview:

Overall, the diagram shows a **linear process with six main stages**, **starting with trees and ending with paper**. In general, **wood is converted into paper** through a series of mechanical and chemical processes.

3 Mixed Charts

Tourists and tourism income



Overview Formula (Mixed Charts):

Overall, both ... and ... show an upward/downward trend, with ... experiencing the greatest/smallest change.

Model Overview:

Overall, **both the number of tourists and tourism income increased steadily** between 2010 and 2020. The number of tourists rose from around 15 million to over 40 million, while tourism income grew from about 25 billion USD to just over 80 billion USD.

4 System Diagram

Rainwater harvesting system



Overview Formula (System):

Overall, the system collects ... and uses it for ... through ... main components.

Model Overview:

Overall, the diagram shows how a rainwater harvesting system works in a house. **It collects rainwater from the roof and uses it for toilet flushing, washing machines and garden irrigation** through a storage tank, a filter and a series of pipes.



Key Takeaways

- ✓ Give the big picture, not details.
- ✓ Mention the main changes, stages or trends.
- ✓ Use clear and general language.
- ✓ Different task types need different focus.
- ✓ Keep it to 1–2 sentences.



Useful Overview Starters

- Overall,
- In general,
- The diagram/illustration shows ...
- It can be seen that ...
- The most noticeable feature is that ...
- A key feature is that ...
- There is a clear trend of ...



Remember!

"A strong overview shows you understand the whole picture!"

Overview Practice Quiz 3

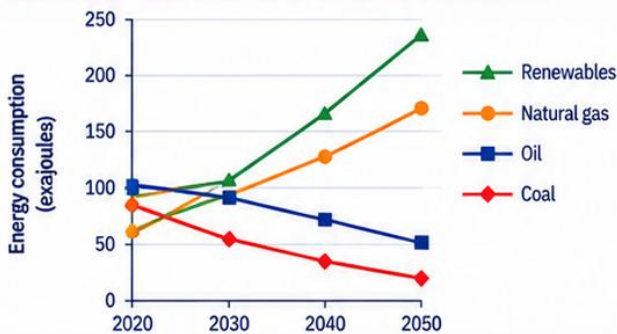
Look at each visual carefully and write **ONLY** the overview.

- Write 1–2 sentences for each.
- Describe the main features, key changes or overall process.
- Do NOT write any numbers or detailed data.
- Use clear and general language.

1 Projected Line Graph

Energy consumption
(2020–2050)

The graph shows actual and projected energy consumption from four sources between 2020 and 2050.

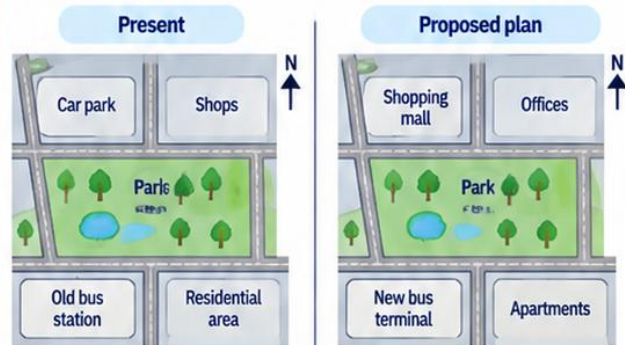


Write your overview here:

2 Future Map

A city centre (planned development)

The maps show the present city centre and a proposed plan for the future.

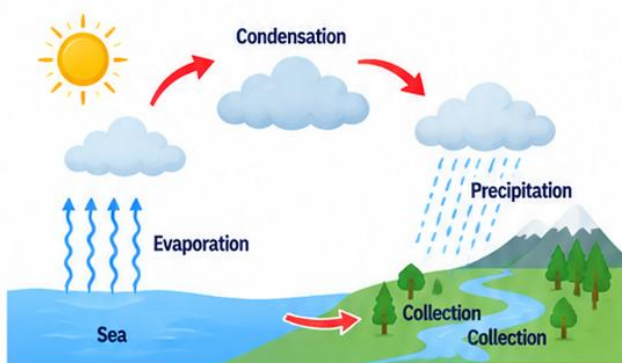


Write your overview here:

3 Natural Process

The water cycle

The diagram shows the natural water cycle.



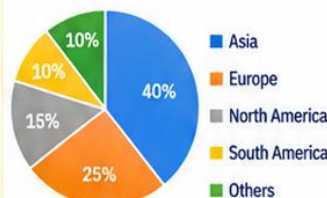
Write your overview here:

4 Pie Chart + Table

University students

The pie chart shows the percentage of international students at a university in 2020. The table shows the main reasons why these students chose to study at this university.

International students by region
(2020)



Reasons for choosing the university
(2020)

Reason	Percentage
High-quality teaching	45%
Good career prospects	25%
Safe and friendly environment	15%
Wide range of courses	10%
Other reasons	5%

Write your overview here:



Remember:

- ✓ Give the big picture only.
- ✓ Focus on the main changes or main stages.
- ✓ Mention key comparisons where relevant.
- ✓ Do not include detailed data or numbers.
- ✓ Use clear and general language.

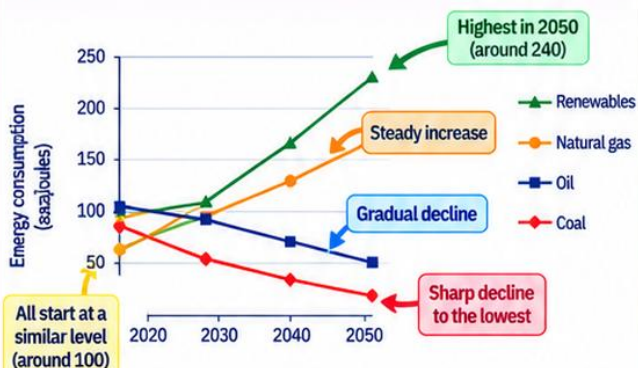
*"A clear overview
is the foundation
of a high band score!"*

Highlight the Main Features – Part 3

Key trends, changes and stages are already marked for you. Study how to identify the main features.

1 Projected Line Graph

Energy consumption
(2020–2050)



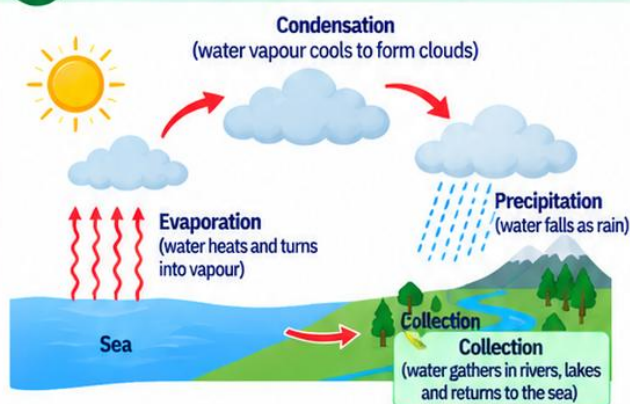
2 Future Map

A city centre (planned development)



3 Natural Process

The water cycle

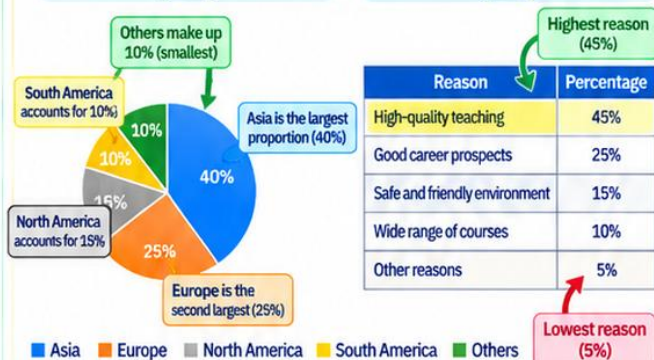


4 Pie Chart + Table

University students

International students by region
(2020)

Reasons for choosing the university
(2020)



Key Takeaways

- Look for the big picture, not small details.
- Identify the highest, lowest and biggest changes.
- Notice overall trends, stages or main features.
- Use clear and general language in your overview.



Now It's Your Turn!



Use these highlighted features to help you write the model overview answers on Page 9.

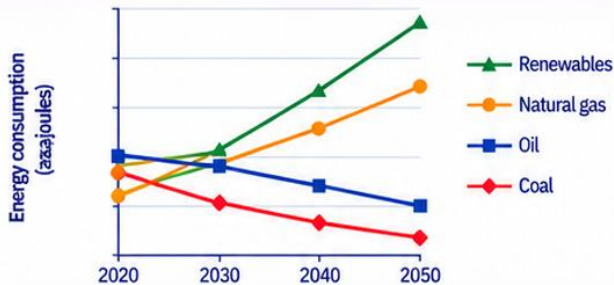
Good analysis today,
better writing tomorrow!

Model Overview Answers – Part 3

Look at each visual below. Here are model overview answers focusing only on the main features and trends.

1 Projected Line Graph

Energy consumption
(2020–2050)



Model Overview:

Overall, energy consumption from renewable sources and natural gas is expected to increase over the period, while oil and coal are forecast to decline. Renewables are projected to become the dominant source by the end of the period, whereas coal is expected to fall to the lowest level.



Key Points to Notice:

- Which lines go up or down
- Highest and lowest at the end
- Whether there are any crossovers
- The general direction of each category

2 Future Map

A city centre (planned development)



Model Overview:

Overall, the map shows that the city centre will undergo significant redevelopment. The car park, old bus station and residential area are replaced by a shopping mall, a new bus terminal and apartments, while the central park remains unchanged.



Key Points to Notice:

- What has been replaced or added
- What has been removed
- What remains the same
- The general transformation of the area

3 Natural Process

The water cycle



Model Overview:

Overall, the diagram illustrates a natural, continuous process in which water moves between the sea, the atmosphere and the land. It consists of a series of stages that repeat over time.



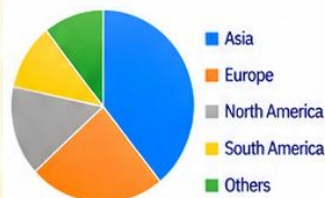
Key Points to Notice:

- How many main stages there are
- The general sequence or cycle
- Where the process starts and ends
- Use words like "cycle", "process" and "stages"

4 Pie Chart + Table

University students

International students by region
(2020)



Reasons for choosing the university
(2020)

Reason	Percentage
High-quality teaching	
Good career prospects	
Safe and friendly environment	
Wide range of courses	
Other reasons	

Model Overview:

Overall, the pie chart shows that the largest proportion of international students comes from Asia, while students from other regions make up smaller shares. The table indicates that high-quality teaching is the main reason for choosing the university, followed by other factors.



Key Points to Notice:

- Which region has the largest and smallest shares
- The main reason compared to the others
- Use comparative language (e.g. larger, smaller, higher, lower)
- Keep it general without specific numbers

*Clear
Concise
Confident!*

Overview Language Bank

Ready-to-use language for writing clear and high-scoring overviews.

*A stronger
overview
leads to a
higher band!*

01 Start Your Overview

Use these phrases to introduce the main trend(s).

- Overall, ...
- In general, ...
- It is clear that ...
- The most noticeable feature is that ...
- The graphic illustrates that ...
- A key feature is that ...

Overall, ...

*A strong start
sets the tone!*

02 Trend Words

Use these words to describe upward, downward or stable trends.

Increasing Trend

- increase
- rise
- grow
- climb
- go up
- show an upward trend



RISING

Decreasing Trend

- decrease
- fall
- decline
- drop
- go down
- show a downward trend



FALLING

Stable Trend

- remain stable
- stay unchanged
- show little variation
- remain constant
- level off
- fluctuate slightly

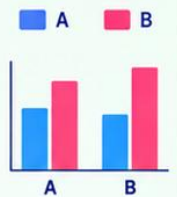


STABLE

03 Comparing and Contrasting

Use these phrases to compare different items.

- is higher than ...
- is lower than ...
- is greater than ...
- is less than ...
- while ...
- whereas ...
- compared with ...
- in contrast ...
- similarly ...
- ... follows a similar trend to ...



*Compare
the main
patterns!*

04 Describing Proportions and Shares

Use these phrases for pie charts, proportions and percentages (without numbers).

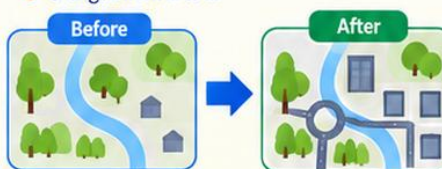
- accounts for the largest share
- represents the smallest proportion
- makes up a significant part
- constitutes the majority
- a minor proportion
- a relatively small share
- the dominant category
- the largest/smallest segment
- occupies a similar share to ...



05 Map / Change Language

Use these phrases to describe changes in maps.

- became more developed
- underwent significant change
- several facilities were added
- some original features were removed
- the area was expanded
- remained unchanged
- was replaced by ...
- a new road was built
- changed from ... to ...



06 Process / Diagram Language

Use these phrases for process diagrams.

- consists of several stages
- begins with ...
- is followed by ...
- next, ...
- then, ...
- after that, ...
- finally, ...
- is a linear process
- is a cyclical process
- involves a series of steps
- results in ...



*A clear sequence
is key!*

07 Useful Linking Words

These linkers help you make your overview more natural.

- while ...
- whereas ...
- similarly ...
- in contrast ...
- on the other hand ...
- overall, ...
- generally, ...
- notably, ...
- in comparison ...
- at the same time ...



*Link your ideas
clearly!*

08 Mini Model Overviews

Here are some example overview sentences using the language above.

Line Graph



Overall, the graph shows an **upward** trend in renewable energy, while coal declines.

Map



Overall, the maps show that the area **became more developed**, with several new facilities added.

Process



Overall, the diagram illustrates a **linear process** with several stages, starting with raw materials and ending with a final product.

Pie Chart



Overall, the pie chart shows that one category accounts for the **largest share**, while another represents the **smallest proportion**.

09 Remember!



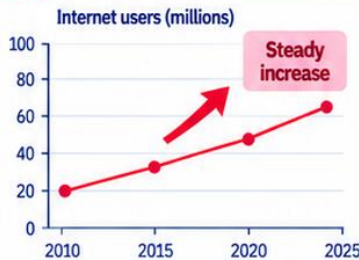
- Give the **big picture**.
- Focus on the main trends or **key changes**.
- Do not include specific data or **numbers**.
- Use **clear and formal** language.

*Big picture.
Higher band!*

Trend Patterns You Must Recognise

Most Task 1 charts follow a few common patterns. Learn to spot them quickly and use the right language.

1 Upward Trend (Increase)

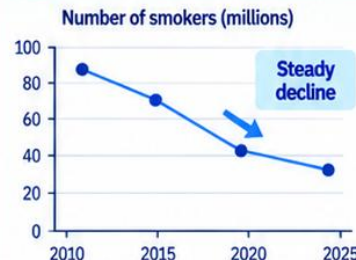


Useful language:

- increases
- rises
- goes up
- shows an upward trend
- grows steadily
- climbs sharply
- more than doubles
- reaches a peak

Example: Overall, the number of internet users shows a clear upward trend over the period.

2 Downward Trend (Decrease)

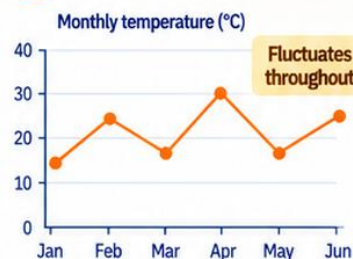


Useful language:

- decreases
- falls
- goes down
- shows a downward trend
- drops steadily
- declines significantly
- reaches a low of
- is reduced by

Example: Overall, the number of smokers shows a clear downward trend over the period.

3 Fluctuation (Up and Down)

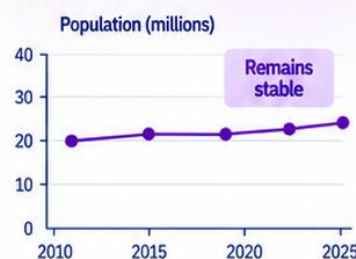


Useful language:

- fluctuates
- varies
- goes up and down
- shows ups and downs
- rises and falls
- experiences fluctuations
- reaches a peak and then falls
- remains unstable

Example: Overall, the temperature fluctuates throughout the period.

4 Stable Trend (Little Change)

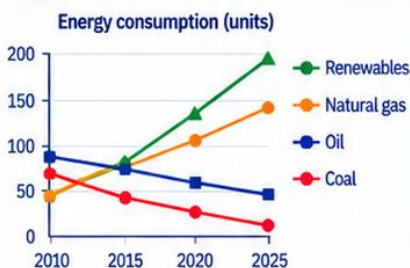


Useful language:

- remains stable
- stays relatively unchanged
- shows little variation
- fluctuates slightly
- maintains a steady level
- remains constant
- does not change significantly
- stays at around ...

Example: Overall, the population remains relatively stable over the period.

5 Mixed Trend (More than one pattern)

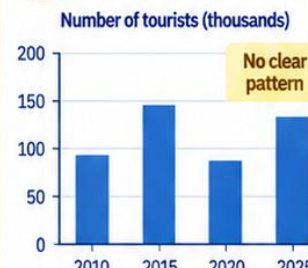


Useful language:

- while ... increases, ... decreases
- ... rises, whereas ... falls
- ... shows different trends
- ... grows, but ... declines
- ... increases slightly, while ... remains stable
- ... goes up, but ... goes down
- a mixed trend
- contrasting patterns

Example: Overall, renewables show an upward trend, while oil and coal decline over the period.

6 No Clear Trend (Irregular)



Useful language:

- shows no clear trend
- varies irregularly
- fluctuates significantly
- does not follow a clear pattern
- changes unpredictably
- is uneven
- shows erratic movement
- there is no consistent trend

Example: Overall, the number of tourists shows no clear trend, with considerable fluctuations throughout the period.

Quick Visual Guide



Key Takeaways

- ✓ Identify the overall pattern(s) first.
- ✓ Use clear and general language.
- ✓ Focus on the main trend(s), not details.
- ✓ Use linking words to compare where relevant.
- ✓ Practice recognising these patterns quickly.



Recognise the trend. Write the overview. Score higher!

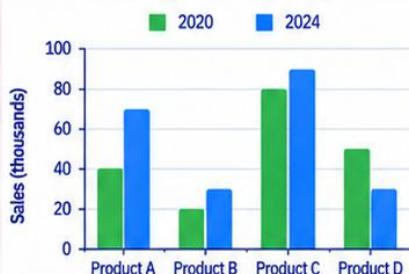
"Patterns tell the story!
Spot them, write them,
ace Task 1!"

More Model Overview Examples

Look at the different Task 1 visuals and see how to write clear, high-scoring overviews. Focus on the main trends, changes or key features.

1 Bar Chart

Sales of four products in 2020 and 2024



Model Overview:

Overall, sales increased for most products, with Product C remaining the highest, while Product D was the only product to decline.

2 Table

Percentage of people in different age groups who used the internet in 2010 and 2020

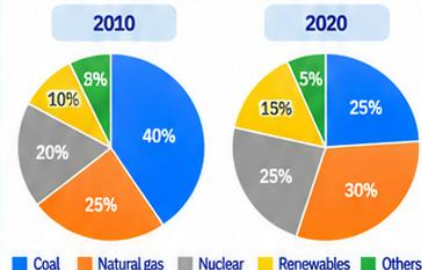
Age group	2010 (%)	2020 (%)
16–24	70	95
25–34	60	90
35–54	40	75
55+	20	50

Model Overview:

Overall, internet usage increased across all age groups over the period. Younger people consistently had the highest levels of internet use, while the oldest age group remained the lowest, despite a significant rise.

3 Pie Charts

Sources of energy supply in a country

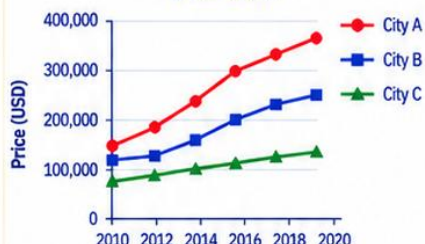


Model Overview:

Overall, the energy mix changed over the period, with a decline in coal and an increase in natural gas and renewable sources, while nuclear and other sources saw more modest changes.

4 Line Graph

Average house prices in three cities (2010–2020)



Model Overview:

Overall, house prices rose in all three cities throughout the period, with City A experiencing the most significant growth, while City C remained the most affordable.

5 Map

A coastal area in 2000 and 2020



Model Overview:

Overall, the coastal area underwent significant development, with new facilities such as a shopping centre and improved infrastructure, while the beach and natural surroundings largely remained.

6 Process Diagram

How chocolate is produced



Model Overview:

Overall, the diagram shows a linear process with several stages, beginning with harvesting cocoa pods and ending with moulding and packaging the chocolate.



Key Takeaways

- ✓ Always look at the big picture first.
- ✓ Identify the main trend(s), change(s) or key feature(s).
- ✓ Do not include specific data or numbers in the overview.
- ✓ Use clear and general language.
- ✓ The overview should be just 1–2 sentences.



Common Overview Structures

- Overall, ... (main trend/change/feature).
- In general, ...
- The most noticeable feature is ...
- It is clear that ...
- The diagrams show ...
- The main trend is ...
- A key feature is that ...
- The period is characterised by ...

*Look at the big picture,
write a clear overview,
reach a higher band!*



Different visuals. One strategy. A higher band!

Mixed Charts – Model Overview Examples

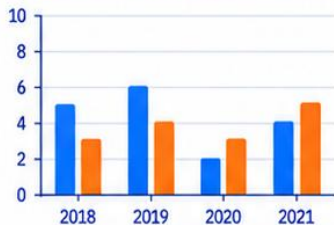
When there are two or more types of visuals, find the overall trend or key comparison – not the details.

1 Bar Chart + Table

Tourists to a country

Number of tourists (millions)

Overseas tourists Domesas tourists



Reasons for visiting (2021)

Reason	Percentage
Holiday	40
Visit friends/relatives	25
Business	20
Other	15

Model Overview:

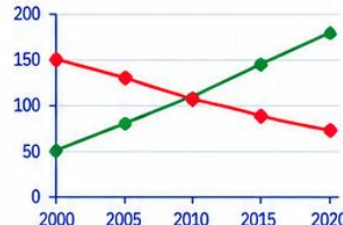
Overall, the number of tourists **fluctuated** over the period, with a notable dip in 2020 before **recovering** in 2021. In the same year, holidays were **the main reason** for visiting, while business and other reasons accounted for **smaller proportions**.

2 Line Graph + Pie Chart

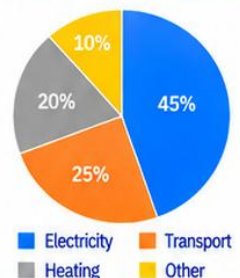
Energy and consumption

Energy production (units)

Renewables Non-renewables



Energy consumption in 2020



Model Overview:

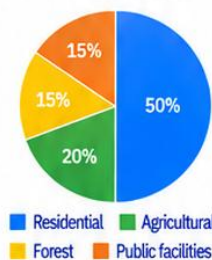
Overall, renewable energy production **increased** over the period, while non-renewable energy production **decreased**, with the two sources **becoming equal** around 2010. In 2020, electricity accounted for the **largest share** of energy consumption, followed by transport, heating and other uses.

3 Map + Pie Chart

Land use in a village



Land use in 2020



Model Overview:

Overall, the village experienced **significant development** between 1990 and 2020, with more houses and new facilities built, while the amount of agricultural land and forest area **decreased**. In 2020, residential area made up the **largest proportion** of land use, whereas agriculture, forest and public facilities accounted for **smaller shares**.

4 Table + Line Graph

Population and life expectancy

Population (millions)

Year	City A	City B
2000	2.5	1.8
2010	3.0	2.4
2020	3.8	3.1

Life expectancy (years)

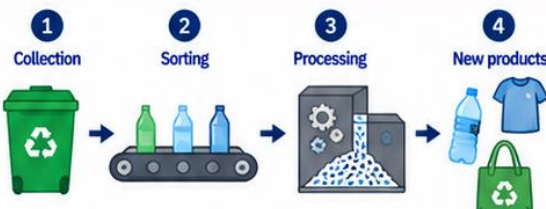


Model Overview:

Overall, the populations of both cities **increased** over the period, with City A remaining **larger throughout**. Life expectancy also **rose** in both cities, with City A **consistently higher** than City B.

5 Process + Table

Recycling process and output



Output from recycled materials (tonnes)

Material	2020	2021
Plastic	50	70
Paper	80	100
Glass	40	60
Metal	30	50

Model Overview:

Overall, the diagram illustrates a **four-stage recycling process**, from collection to the production of new products. The table shows that the output of all recycled materials **increased** in 2021 compared with 2020, with paper remaining the **highest** and metal the **lowest**.

Key Reminders

- ✓ Look at the big picture first.
- ✓ Identify the main trend(s), change(s) or pattern(s).
- ✓ Compare the key features, not the details.
- ✓ Use clear and general language.
- ✓ Write 1–2 sentences for the overview.
- ✓ Do not include specific data or numbers.

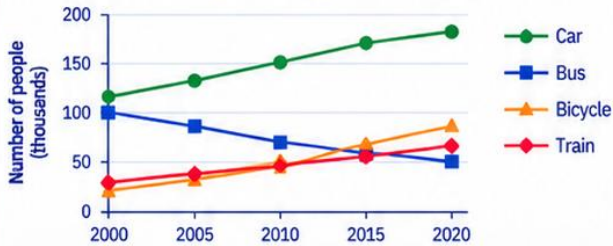
"Different visuals, same strategy.
Find the story, write the overview,
score higher!"

Overview Practice – Set 1

Look at each visual and write a clear overview. Write 1–2 sentences for each.

1 Line Graph

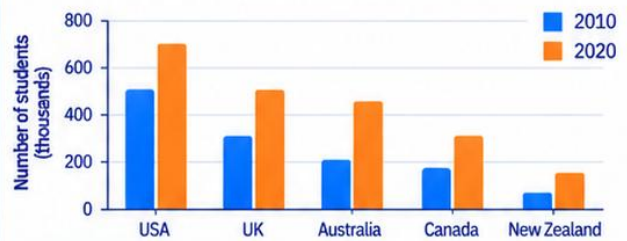
The graph shows the number of people using different modes of transport in a city from 2000 to 2020.



Write your overview here:

2 Bar Chart

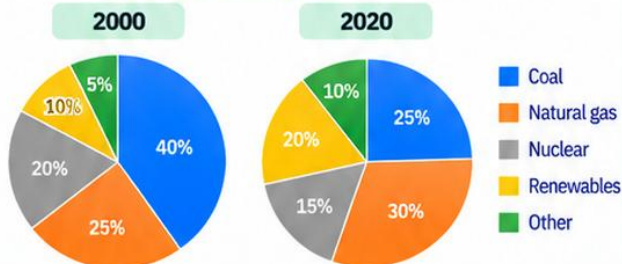
The chart shows the number of international students in five countries in 2010 and 2020.



Write your overview here:

3 Pie Charts

The pie charts show the sources of electricity production in a country in 2000 and 2020.



Write your overview here:

4 Table

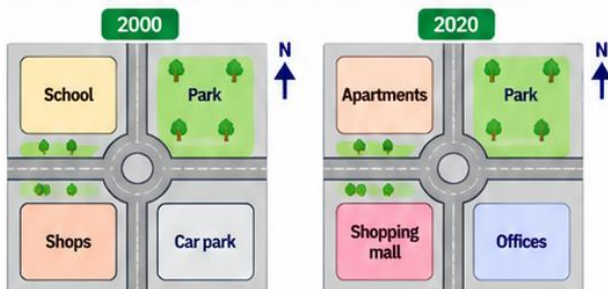
The table shows the average monthly household expenditure in a country in 2010 and 2020.

Category	Average monthly expenditure (USD)	
	2010	2020
Housing	800	1,200
Food	400	550
Transport	300	450
Healthcare	200	350
Entertainment	150	300
Other	100	150

Write your overview here:

5 Map

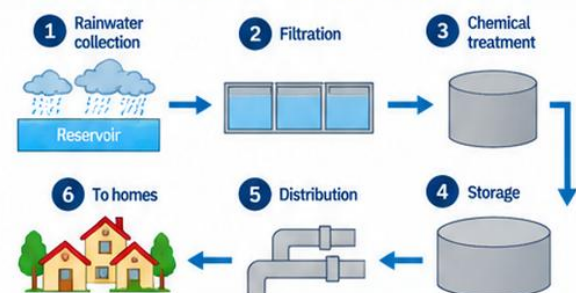
The maps show a town centre in 2000 and 2020.



Write your overview here:

6 Process Diagram

The diagram shows how drinking water is produced.



Write your overview here:

*Practice today,
Higher bands tomorrow!*

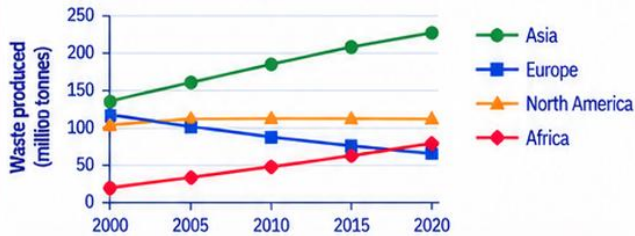
*"The overview sets the tone
for your entire Task 1."*

Overview Practice – Set 2

Look at each visual and write a clear overview. Write 1–2 sentences for each.

1 Line Graph (Multiple Trends)

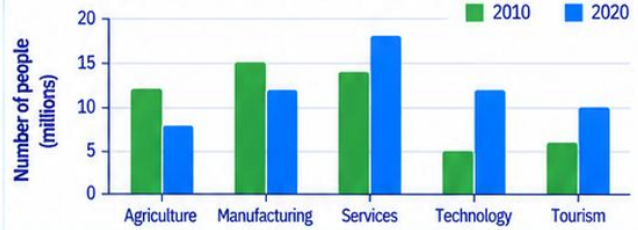
The graph shows the amount of waste produced in four regions from 2000 to 2020.



Write your overview here:

2 Bar Chart (Comparison)

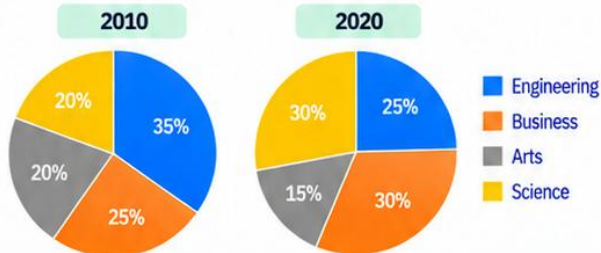
The chart shows the number of people employed in five different sectors in a country in 2010 and 2020.



Write your overview here:

3 Pie Charts (Comparison)

The pie charts show the percentage of students choosing four different fields of study in 2010 and 2020.



Write your overview here:

4 Table (Two Variables)

The table shows the number of visitors to four national parks and the area of each park.

National Park	Visitors (thousands) in 2019	Visitors (thousands) in 2020	Area (km ²)
Green Valley	120	150	1,200
Riverdale	80	60	800
Lakeside	200	180	1,500
Mountain View	50	90	600

Write your overview here:

5 Map (Changes Over Time)

The maps show the development of a coastal area in 2000 and 2020.



Write your overview here:

6 Process Diagram (Manufacturing)

The diagram shows how paper is produced from wood.



Write your overview here:

Different visuals, Same strategy.
Spot the big picture!



PRACTISE TODAY
WRITE BETTER TOMORROW!



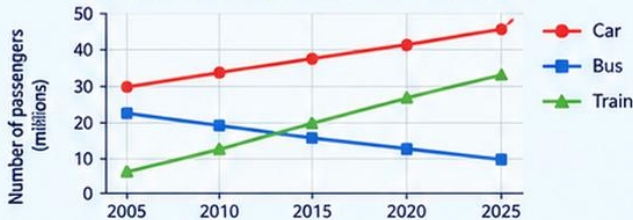


Final Overview Practice – All Types

Look at each visual and write a clear overview. Write 1–2 sentences for each.

1 Line Graph

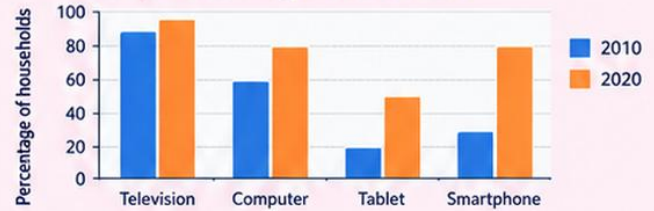
The line graph shows the number of passengers using three forms of transport between 2005 and 2025.



Write your overview here:

2 Bar Chart

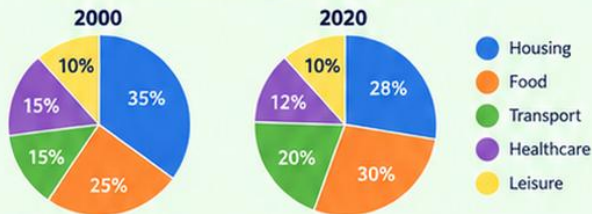
The bar chart shows the percentage of households owning four types of technology in 2010 and 2020.



Write your overview here:

3 Pie Charts

The pie charts show how monthly household expenditure was distributed across five categories in 2000 and 2020.



Write your overview here:

4 Table

The table gives information about the average number of hours students spent on four subjects in two different years.

Subject	2010	2020
English	4	3
Mathematics	5	4
Science	3	4
History	2	3

Write your overview here:

5 Mixed Charts

The bar chart shows the number of visitors to a museum, while the pie chart shows their main reasons for visiting.



Write your overview here:

6 Map

The maps show the layout of a town centre in 2010 and the same area in 2030.



Write your overview here:

7 Process Diagram

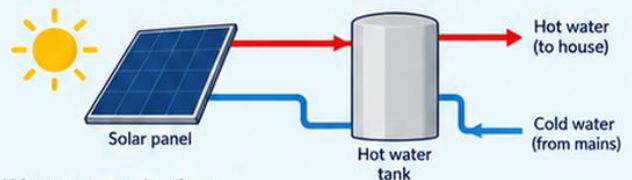
The diagram shows how recycled plastic bottles are processed.



Write your overview here:

8 System Diagram

The diagram shows how a solar-powered water heating system works.



Write your overview here:



Final practice — spot the big picture before you write!



LECTURE 04

Body Paragraphs & Full Practice

Master data selection, grouping, comparison, maps, processes, projections and complete independent Task 1 practice.

Learn

Understand the skill

Practice

Apply it to realistic tasks

Improve

Review and refine

SOHOJ ENGLISH ACADEMY

Describe
Compare
Summarise
with Confidence!

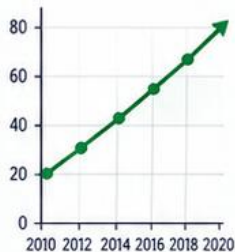
Language and Structures Line Graphs and Bar Charts

Body Paragraph 1 & 2 Masterclass

Better
Language
Higher Scores!

1 Increasing Trend Vocabulary

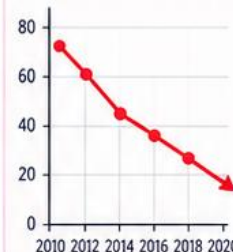
A rising trend



Verb	Noun Form	Example
increase	an increase	The figure increased steadily.
rise	a rise	There was a sharp rise in sales.
grow	growth	The number grew gradually.
climb	a climb	Prices climbed significantly.
surge	a surge	There was a sudden surge in demand.
soar	a surge	Profits soared in the final year.

2 Decreasing Trend Vocabulary

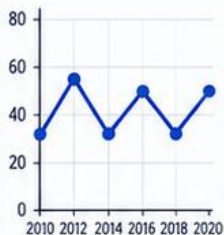
A falling trend



Verb	Noun Form	Example
decrease	a decrease	The figure decreased slightly.
fall	a fall	There was a fall in demand.
decline	a decline	The number declined steadily.
drop	a drop	Sales dropped sharply.
dip	a dip	There was a slight dip in 2018.
plummet	a plunge	The rate plummeted dramatically.

3 Fluctuation Vocabulary

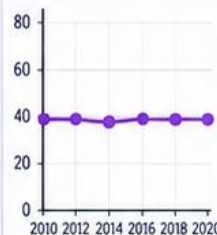
A fluctuating trend



Expression	Noun Form	Example
fluctuate	a fluctuation	The figure fluctuated throughout the period.
vary	variation	The numbers varied considerably.
go up and down	ups and downs	Sales showed several ups and downs.
peak	a peak	It reached a peak in 2020.
recover	a recovery	The figure recovered after 2019.

4 Stable Trend Vocabulary

A stable trend



Expression	Noun Form	Example
remain stable	stability	The figure remained stable.
remain unchanged	no change	The rate remained unchanged.
stay constant	constancy	The number stayed constant.
level off	a levelling off	The trend levelled off.
stabilise	stabilisation	The figure stabilised after 2016.

5 Adjectives and Adverbs

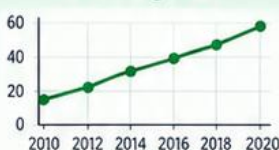
Adjective	Adverb	Adjective	Adverb
significant	significantly	gradual	gradually
considerable	considerably	slight	slightly
dramatic	dramatically	steady	steadily
sharp	sharply	marginal	marginally
steep	steeply	substantial	substantially

6 A Few Useful Body Paragraph Structures

- A** X increased from A to B between 2010 and 2020.
- B** While X rose steadily, Y declined over the same period.
- C** X was higher than Y throughout the period, whereas Z remained the lowest.

Mini Visual Examples

Increasing trend



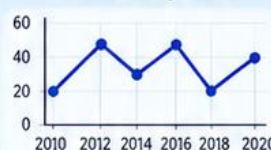
The figure increased steadily over the period.

Decreasing trend



The figure decreased sharply over the period.

Fluctuating trend



The figure fluctuated throughout the period.

Small Charts, Big Ideas!

Bar chart comparison



A was higher than C, whereas D was the lowest.



Lecture 04 – Page 02

Line Graph & Bar Chart Practice

Small Steps
Big Results

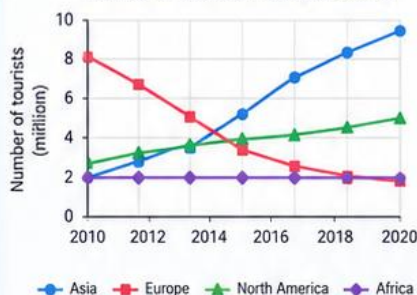


IELTS
You Can Do It!

1 Line Graph Practice 1

dramatic increase decrease
slight increase steady

Number of Tourists Visiting a Country

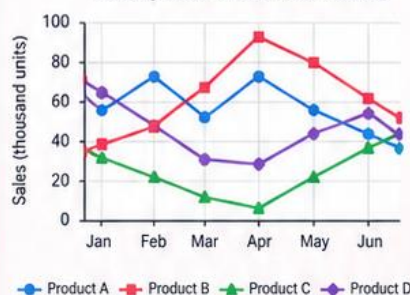


Write Body Paragraph 1.

2 Line Graph Practice 2

fluctuation peak
lowest point recovery

Monthly Sales of Different Products

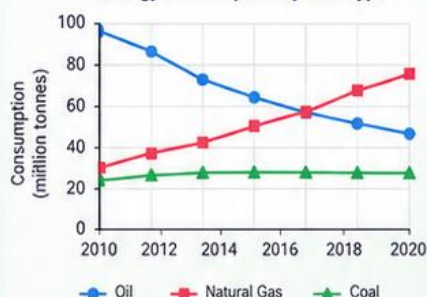


Write Body Paragraph 2.

3 Line Graph Practice 3

highest lowest
crossover remained the same

Energy Consumption by Fuel Type



4 Bar Chart Practice 1

highest lowest
dramatic increase similar values

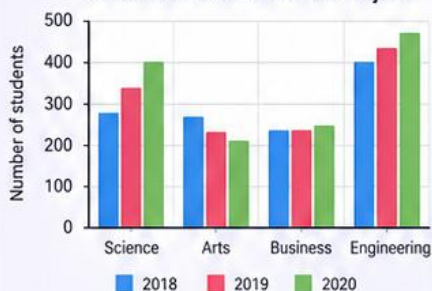
Household Expenditure by Category



5 Bar Chart Practice 2

increase decrease
variation similar values

Students Enrolled in Different Subjects



6 Bar Chart Practice 3

contrast highest
lowest almost equal

Internet Users by Age Group





Grammar Structures

- 1 X rose sharply, while Y declined gradually.
- 2 After reaching a peak, X fell slightly.
- 3 X remained stable throughout the period, whereas Y fluctuated.
- 4 Category A recorded the highest figure, while Category C had the lowest.



Coherence & Cohesion

Good Writing
Brings Ideas Together

while whereas in contrast similarly
meanwhile compared with respectively
followed by by comparison

Clear Ideas
Higher Scores!

1 Line Graph Practice 1



A Model Answer A

Overall, Asia saw a dramatic increase in tourists, rising from 2 million in 2010 to about 9 million in 2020. In contrast, Europe declined sharply from 8 million to around 2 million, while North America grew steadily from 2 to 5 million. Africa remained stable at about 2 million throughout the period.

B Model Answer B

Asia experienced the strongest growth, more than quadrupling from 2 million to 9 million visitors. By contrast, the number for Europe fell continuously, dropping from 8 million to 2 million. North America increased gradually to 5 million, whereas Africa showed little change, remaining at around 2 million.

2 Line Graph Practice 2



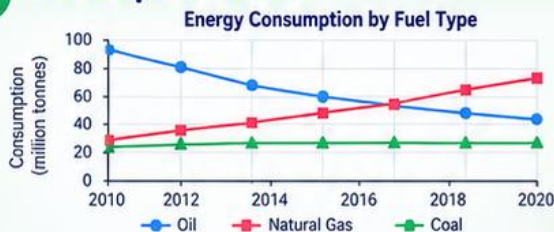
A Model Answer A

Product B recorded the highest sales, peaking at about 90 thousand units in April before falling to 50 thousand in June. Product A fluctuated between 40 and 75 thousand units. Meanwhile, Product C hit the lowest point at around 5 thousand in March and then recovered to 40 thousand in June. Product D also varied, ending at about 40 thousand units.

B Model Answer B

Sales of Product B rose sharply to a peak of 90 thousand units in April, then declined steadily. Product A showed moderate fluctuations, starting at 60 thousand units and finishing at around 40 thousand. In contrast, Product C fell to just 5 thousand in March before increasing again, while Product D dropped to 30 thousand units and subsequently recovered to 40 thousand by June.

3 Line Graph Practice 3



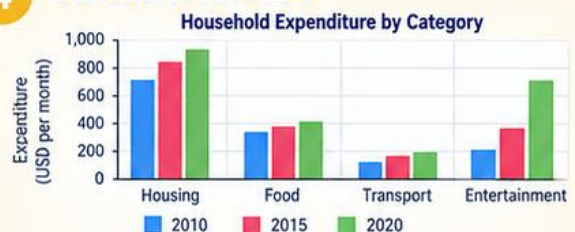
A Model Answer A

Overall, oil consumption decreased markedly from about 95 million tonnes in 2010 to 45 million in 2020. By contrast, natural gas rose steadily from 30 million to 75 million tonnes, overtaking oil around 2016. Coal remained the most stable, fluctuating slightly between 20 and 30 million tonnes.

B Model Answer B

Oil showed a clear downward trend, falling by roughly half over the period. Natural gas increased continuously, from 30 to 75 million tonnes, and became the highest by 2020. In comparison, coal changed very little, remaining at around 25–30 million tonnes throughout.

4 Bar Chart Practice 1



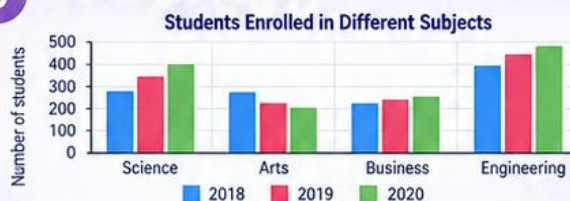
A Model Answer A

Housing accounted for the largest share of household expenditure, rising from about \$700 in 2010 to just over \$900 in 2020. Spending on food increased moderately from \$300 to \$400, and transport also grew from \$100 to \$200. The biggest rise was in entertainment, which climbed from \$200 to around \$700.

B Model Answer B

In 2010, housing was by far the highest category at \$700, and it continued to increase to more than \$900 in 2020. Food and transport saw smaller rises, reaching \$400 and \$200 respectively. By contrast, entertainment expenditure grew dramatically, more than tripling from \$200 in 2010 to about \$700 in 2020.

5 Bar Chart Practice 2



A Model Answer A

Engineering had the highest enrolment, rising from 400 students in 2018 to nearly 480 in 2020. Science also increased steadily from 300 to 400 students. In contrast, Arts declined from 280 to 200, while Business grew slightly from 230 to 250.

B Model Answer B

Enrolment in Engineering was the greatest across all three years, increasing by about 80 students. Science also showed consistent growth, from 300 to 400. Meanwhile, Arts experienced a gradual fall to 200, whereas Business recorded a modest rise to 250 students.

6 Bar Chart Practice 3



A Model Answer A

The 18–34 age group had the highest percentage of internet users, rising from 80% in 2018 to 90% in 2020. The 35–54 group also increased, from 50% to 65%. By comparison, Under 18 grew from 35% to 45%, while the 55+ group remained the lowest, climbing from 10% to 20%.

B Model Answer B

Internet usage rose in all age groups over the period. The 18–34 group consistently had the highest figures, reaching 90% in 2020. Usage among 35–54 increased to 65%, whereas the proportion for younger users went up to 45%. The 55+ group was still the lowest, at just 20% in 2020.



Why these answers work

- ✓ clear grouping
- ✓ relevant comparisons
- ✓ accurate data selection
- ✓ varied vocabulary & grammar



Useful linking

- by contrast
- meanwhile
- in comparison
- whereas
- similarly
- respectively

1 Line Graph Practice 1



A Model Answer A

Turning to the remaining regions, North America showed a moderate upward trend, rising steadily from around 3 million to 5 million visitors. By contrast, Africa changed very little over the decade and stayed close to 2 million, making it the most stable figure on the chart.

B Model Answer B

As for the other two regions, North America increased gradually throughout the period and finished at roughly 5 million. Africa, however, was largely unchanged, fluctuating only slightly around the 2-million mark and consistently recording the lowest or joint-lowest total.

2 Line Graph Practice 2



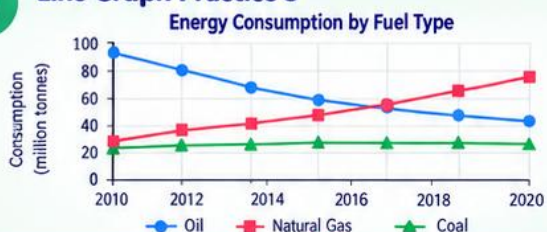
A Model Answer A

Regarding the remaining products, Product C fell to its lowest point in April before recovering steadily to around 40 thousand units in June. Product D followed the opposite pattern at first, dropping from about 70 to 30 thousand, and then rebounding modestly by the end of the period.

B Model Answer B

The two less dominant products both ended at similar levels, although they followed different paths. Product C declined markedly in the first half of the period and then recovered, whereas Product D decreased more steadily before experiencing a slight late improvement.

3 Line Graph Practice 3



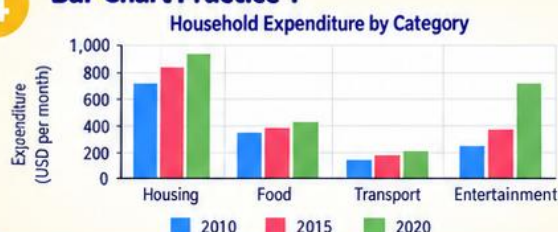
A Model Answer A

By comparison, coal consumption was broadly stable over the period, remaining within a narrow range and ending close to where it began. This contrasts with the other fuels, especially natural gas, which rose steadily and eventually overtook oil in the later years.

B Model Answer B

The least dynamic fuel was coal, which showed only minor fluctuations and stayed at roughly the same level throughout. In contrast, the gap between oil and natural gas narrowed progressively, before gas became the leading source by the end of the period.

4 Bar Chart Practice 1



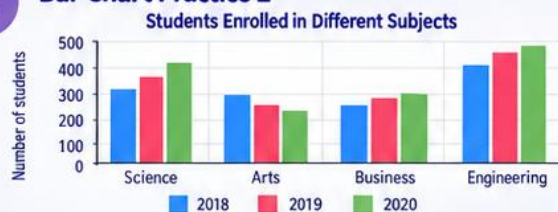
A Model Answer A

Looking at the other categories, food and transport increased only modestly over the decade, with food remaining higher than transport in all three years. Entertainment, by contrast, rose far more sharply and became the second-largest area of spending by 2020.

B Model Answer B

As for the remaining items, both food and transport saw gradual growth, though neither changed dramatically. Entertainment was the clear exception, showing the most noticeable rise and reaching a level that was second only to housing at the end of the period.

5 Bar Chart Practice 2



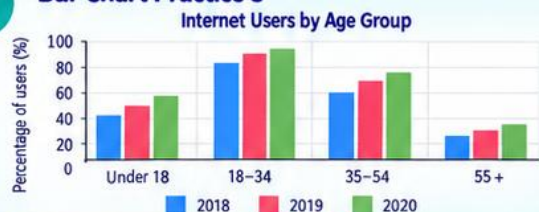
A Model Answer A

Among the other subjects, Science also increased steadily across the three years, while Business experienced only a slight rise. Arts moved in the opposite direction, falling gradually and finishing with the lowest enrolment, which created a wider gap between it and the leading subjects.

B Model Answer B

Turning to the remaining disciplines, Science posted continuous growth and stayed one of the more popular subjects. Business edged up only marginally, whereas Arts declined year by year, ending below both of them and recording the weakest overall performance.

6 Bar Chart Practice 3



A Model Answer A

The remaining age groups followed similar upward patterns but at lower levels. The 35-54 category rose moderately and remained well below the leading 18-34 group, while the 55+ group increased only slightly and continued to have the smallest proportion of users throughout.

B Model Answer B

Although all groups experienced growth, the increases were less pronounced outside the 18-34 category. Users aged 35-54 showed a steady rise to a mid-range level, whereas the oldest group saw only limited growth and consistently represented the smallest share of internet users.

★ Why these answers work

- ✓ logical continuation
- ✓ clear comparisons
- ✓ accurate data selection
- ✓ varied vocabulary & grammar

💡 Useful linking

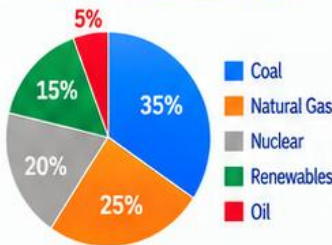
- turning to
- as for
- by contrast
- regarding
- whereas
- meanwhile
- in comparison

Pie Charts, Tables, Mixed Charts & Process Language

Key vocabulary and grammar structures for a higher score in IELTS Writing Task 1

1 Pie Chart Example

Sources of Energy in 2020



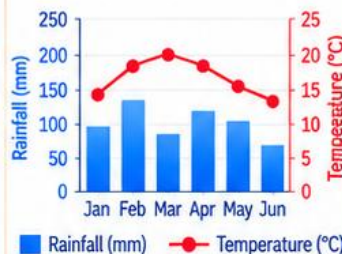
2 Table Example

Population by Age Group (millions)

Age Group	2010	2015	2020
0-14	12	14	16
15-24	45	47	50
25-64	65	71	79
65+	8	10	12

3 Mixed Chart Example

Rainfall and Temperature



4 Process Diagram Example

How Glass Bottles Are Recycled



Pie Chart Vocabulary

- accounted for
- represented
- comprised
- constituted
- made up
- the largest proportion
- the smallest share
- a majority / a minority
- just over / just under
- approximately
- one-third
- one-quarter
- one-fifth
- half
- two-thirds
- three-quarters

Table Vocabulary

- figures / data
- the figure for
- the number of
- the proportion of
- stood at
- recorded
- remained at
- increased to
- decreased to
- higher / lower than
- the highest / the lowest
- equal to
- nearly half
- around one-third
- just over a quarter

Mixed Chart Vocabulary

- illustrates
- compares
- presents
- shows information about
- while
- whereas
- in contrast
- meanwhile
- the former / the latter
- respectively
- overall trend
- by comparison
- at the same time
- a similar pattern
- a contrasting trend

Process Vocabulary

- initially
- at the first stage
- subsequently
- following this
- next
- then
- after that
- before being
- is then
- is followed by
- is converted into
- goes through
- finally
- at the final stage
- the process begins with
- the process ends with

Grammar Structures — Pie Charts

- X **accounted for** the largest proportion of ...
- X **made up** nearly half of ...
- The **figure for** X was **higher than** that for Y.
- X **represented** a much smaller share than Y.

Grammar Structures — Tables

- The figure for X **stood at** ...
- X **recorded** the highest value, while Y had the lowest.
- The number of X was slightly **higher than** that of Y.
- X **remained unchanged** over the period.

Grammar Structures — Mixed Charts

- The bar chart **compares** ..., while the line graph **illustrates** ...
- X **increased** steadily, whereas Y **declined** slightly.
- A **similar pattern** can be seen in ...
- By contrast**, the second chart **shows** ...

Grammar Structures — Processes

- Initially**, the process **begins with** ...
- The material is **then transported** to ...
- After being processed**, it is **converted into** ...
- Finally**, the finished product is ...

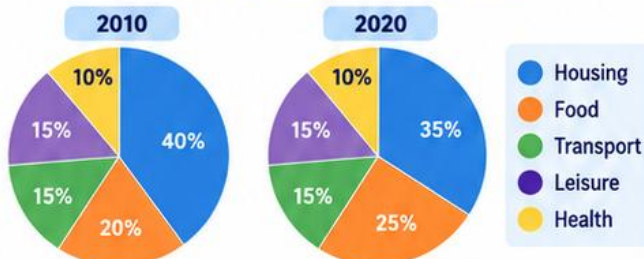


Focus on accurate vocabulary, clear sentence structure, and the correct chart-specific language.

PRACTICE
MAKES
PROGRESS

1 Pie Charts

Household Spending in 2010 and 2020



The pie charts below show how household spending was distributed across five categories in 2010 and 2020. Write Body Paragraph 1 and Body Paragraph 2.

2 Table

Average Monthly Sales (Units)

Product	2018	2019	2020
Product A	120	140	160
Product B	90	100	110
Product C	60	80	80
Product D	200	220	250

The table below gives information about the average monthly sales of four products from 2018 to 2020. Write Body Paragraph 1 and Body Paragraph 2.

3 Mixed Charts

Tourist Numbers and Average Spending



The bar chart shows the number of tourists visiting a city, while the line graph shows their average spending between 2016 and 2020. Write Body Paragraph 1 and Body Paragraph 2.

4 Process Diagram

How Orange Juice Is Produced



The diagram below shows how orange juice is produced. Write Body Paragraph 1 and Body Paragraph 2.

Useful Grammar Structures

- ... increased from X to Y, while ... decreased from A to B.
- ... accounted for the largest/smallest proportion, at ...%.
- ... remained stable at ... / ... fluctuated between ... and ...



Coherence & Cohesion

- Comparison** while | whereas | similarly | in contrast | respectively
- Sequence** followed by | initially | subsequently | finally

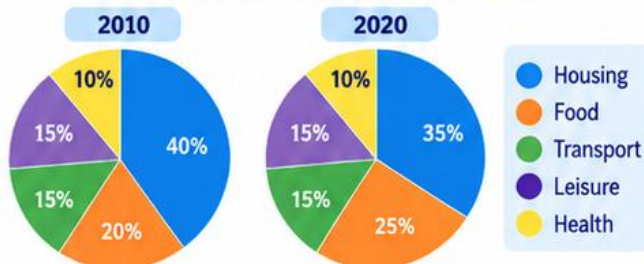


Practice Today, A Higher Band Tomorrow!

IELTS WRITING | SKILLS | PROGRESS | YOUR SUCCESS

1 Pie Charts

Household Spending in 2010 and 2020



Model Body Paragraph 1

In 2010, housing accounted for the largest proportion of household spending, at 40%, followed by food at 20%. Transport and leisure each represented 15% of the total, while health made up the smallest share, at just 10%.

2 Table

Average Monthly Sales (Units)

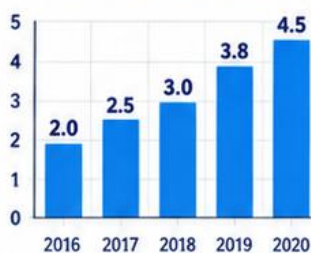
Product	2018	2019	2020
Product A	120	140	160
Product B	90	100	110
Product C	60	80	80
Product D	200	220	250

Model Body Paragraph 1

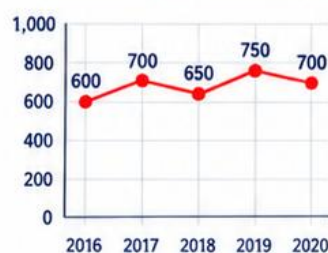
In 2018, Product D recorded the highest monthly sales, at 200 units, followed by Product A with 120 units. Product B sold 90 units, while Product C had the lowest figure, at 60 units.

3 Mixed Charts

Number of Tourists (millions)



Average Spending per Tourist (US\$)



Model Body Paragraph 1

From 2016 to 2020, the number of tourists visiting the city showed a clear upward trend, increasing from 2.0 million to 4.5 million. Similarly, the average spending per tourist rose from \$600 in 2016 to a peak of \$700 in 2017, before falling to \$650 in 2018.

4 Process Diagram

How Orange Juice Is Produced



Model Body Paragraph 1

The process begins with the collection of ripe oranges, which are then washed to remove dirt. After that, the oranges are squeezed to extract the juice, which is subsequently filtered to eliminate any remaining impurities.

Key Vocabulary (Selected)

- accounted for
- represented
- made up
- constituted
- the largest / smallest share
- a significant proportion
- increased from ... to ...
- rose to / fell to
- reached a peak of
- remained stable at
- was the highest / lowest figure
- followed by



Useful Linkers

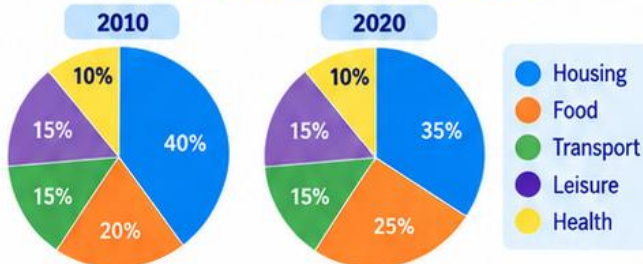
- In 2010 / In 2018 / From 2016 to 2020
- followed by
- while / whereas
- in contrast
- similarly
- after that
- subsequently
- before
- meanwhile

Grammar Structures

- Subject + accounted for + percentage
- Subject + represented + figure
- Subject + was/were + the highest/lowest
- Subject + increased/rose from ... to ...
- Subject + fell to ...
- Subject + remained stable at ...
- Subject + which is then + past participle
- Subject + to + verb (purpose)

1 Pie Charts

Household Spending in 2010 and 2020



Model Body Paragraph 2

In contrast, food spending increased from 20% in 2010 to 25% in 2020, becoming the second largest category. Transport and leisure both remained unchanged at 15% throughout the period.

Likewise, the proportion for health stayed the same at just 10%, which was the smallest share in both years.

2 Table

Average Monthly Sales (Units)

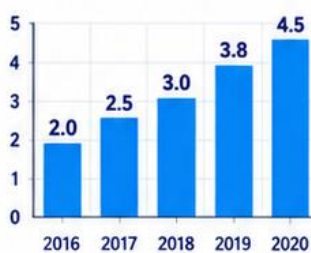
Product	2018	2019	2020
Product A	120	140	160
Product B	90	100	110
Product C	60	80	80
Product D	200	220	250

Model Body Paragraph 2

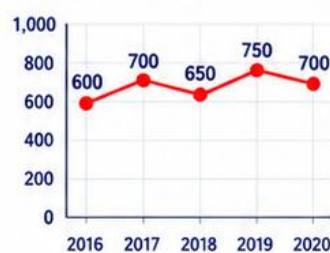
Product A and Product B also showed steady growth, with Product A rising from 120 units in 2018 to 160 units in 2020, and Product B increasing from 90 to 110 units. In contrast, Product C grew from 60 to 80 units between 2018 and 2019, but then remained stable at 80 units in 2020.

3 Mixed Charts

Number of Tourists
(millions)



Average Spending per Tourist
(US\$)



Model Body Paragraph 2

In contrast, the average spending per tourist fluctuated over the period. It rose from \$600 in 2016 to \$700 in 2017, before dropping to \$650 in 2018. After that, it increased again to a peak of \$750 in 2019, but then fell back to \$700 in 2020, finishing at the same level as in 2017.

4 Process Diagram

How Orange Juice Is Produced



Model Body Paragraph 2

Following this, the juice is filtered to remove any remaining particles, after which it is packaged into bottles. Finally, the finished orange juice is delivered to shops and supermarkets for consumers to buy.

Key Vocabulary (Selected)

- increased to
- decreased to
- rose to / fell to
- remained unchanged
- stayed the same
- fluctuated
- a peak of
- fell back to
- finished at
- the same level as
- throughout the period



Useful Linkers

- In contrast
- Similarly
- Likewise
- Meanwhile
- After that
- Before
- However
- But then
- In the same way
- Throughout the period
- Compared with
- On the other hand
- As a result
- Finally

Grammar Structures

- Subject + increased from ... to ...
- Subject + decreased from ... to ...
- Subject + remained unchanged at ...
- Subject + rose to / fell to ...
- Subject + peaked at ...
- Subject + fluctuated over the period
- Subject + after which + subject + verb
- Subject + to + verb (purpose)

1 Change Vocabulary

Useful verbs and phrases to describe changes on maps.

built / constructed 	added 	developed 	expanded 	extended 
introduced 	removed 	demolished 	replaced 	converted into 
transformed into 	relocated 	redeveloped 	remained unchanged 	

Use these words to describe how places have changed over time.

2 Location & Position Language

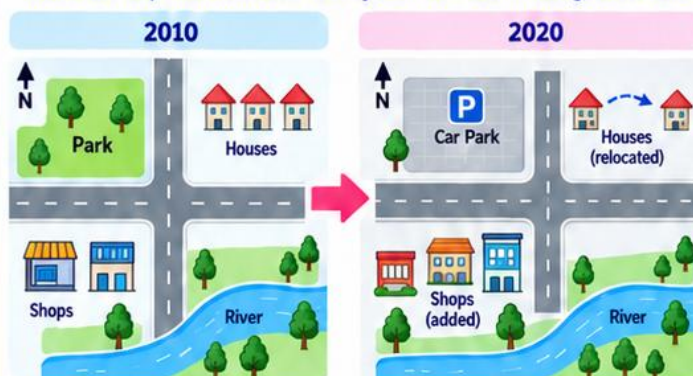
Useful phrases to describe where places are on a map.

in the north	to the north of	at the top of	near
in the south	to the south of	at the bottom of	close to
in the east	in the centre of	on the left-hand side	adjacent to
in the west	in the middle of	on the right-hand side	opposite
along	beside	next to	between
around	in the vicinity of	across from	near to



3 Direction / Layout Visuals

Look at the maps and notes below. They show how a town changed over time.



- The road was extended to the east.
- The park was replaced by a car park.
- More shops were added in the south.
- The houses were relocated to the east.
- The river remained unchanged.

4 More Map Vocabulary & Useful Phrases

Here are more words and phrases you can use to describe maps.

Types of Areas / Land	Transport & Infrastructure	Useful Location Phrases
- residential area - commercial area - industrial area - farmland - coastline - open space - facility - public building	- bridge - junction - roundabout - pathway - pedestrian crossing - car park - railway line - station - intersection	- on the outskirts - in the central area - on the western side - to the south-east of - to the north-west of - in the neighbourhood of - in close proximity to - not far from

Useful Phrases for Describing Changes

- was bordered by
- was connected to
- was surrounded by
- gave way to
- made way for
- underwent redevelopment

Use these words and phrases to describe different places and changes on maps accurately!

5 Grammar Structures

Use these structures to describe maps accurately.

- Subject + was replaced by + noun. e.g. The park was replaced by a car park.
- Subject + was converted into + noun. e.g. The house was converted into a school.
- There was / were + noun. e.g. There were more shops in the south.
- Subject + remained unchanged. e.g. The river remained unchanged.
- A new + noun + was constructed / built. e.g. A new road was constructed.
- Subject + was relocated to + place. e.g. The houses were relocated to the east.
- Subject + was expanded / extended. e.g. The road was extended to the east.

6 Coherence & Cohesion

Use these linkers to connect your ideas.

while	whereas	in contrast	meanwhile
in addition	furthermore	however	overall
regarding	turning to	in the north	to the east of
on the other hand	similarly	as a result	by 2020

Use a variety of linkers to make your writing clear and well-organised.



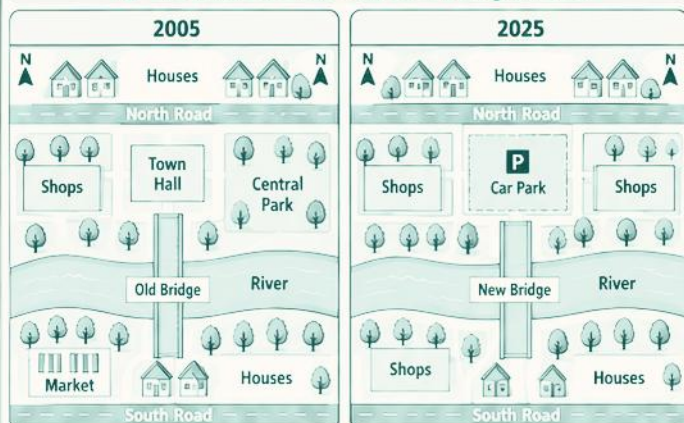
Lecture 04 – Page 10

Maps Body Paragraph Practice

Write Body Paragraph 1 and Body Paragraph 2 for each map task.

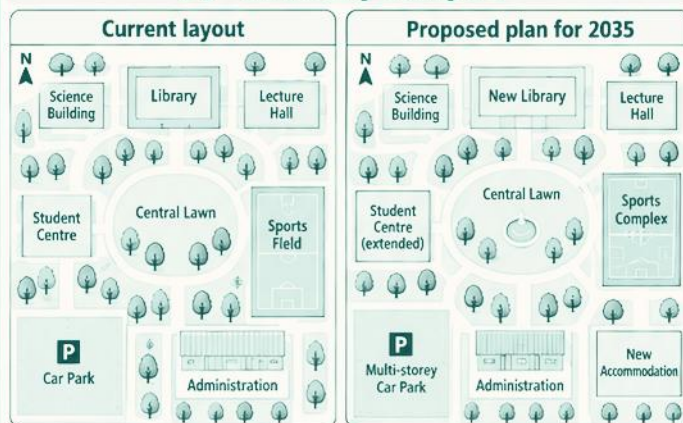
Clear Maps
Stronger Writing
Higher Scores!

1) Town Centre Redevelopment



The maps below show changes to a town centre between 2005 and 2025. Write Body Paragraph 1 and Body Paragraph 2.

2) University Campus



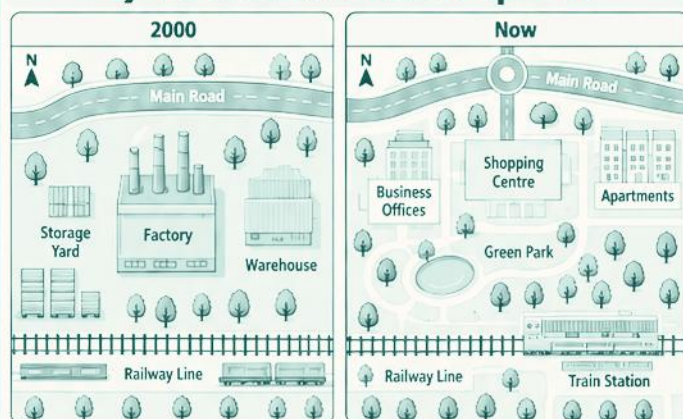
The maps below show the current layout of a university campus and the proposed changes planned for 2035. Write Body Paragraph 1 and Body Paragraph 2.

3) Coastal Village



The maps below show how a coastal village changed from 2010 to 2020. Write Body Paragraph 1 and Body Paragraph 2.

4) Industrial Site Redevelopment



The maps below show the redevelopment of an industrial site. Write Body Paragraph 1 and Body Paragraph 2.



Useful Grammar Structures

- ... was replaced by ...
- ... remained unchanged
- ... was converted into ...
- ... was relocated to ...

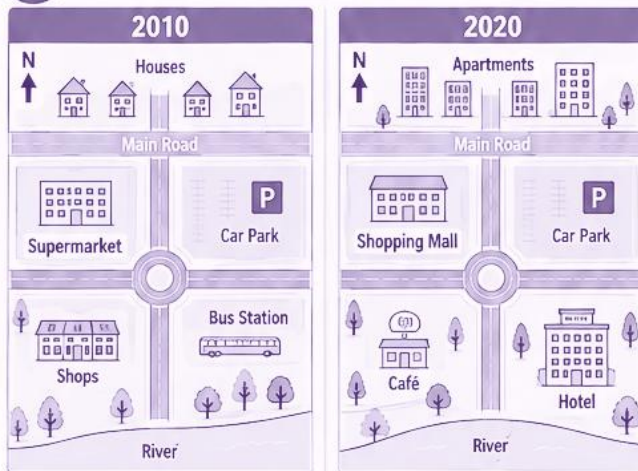


Coherence & Cohesion

- initially
- in contrast
- regarding
- to the north of
- turning to
- in the southern area
- meanwhile

Good
Planning
Leads to
Great Writing!

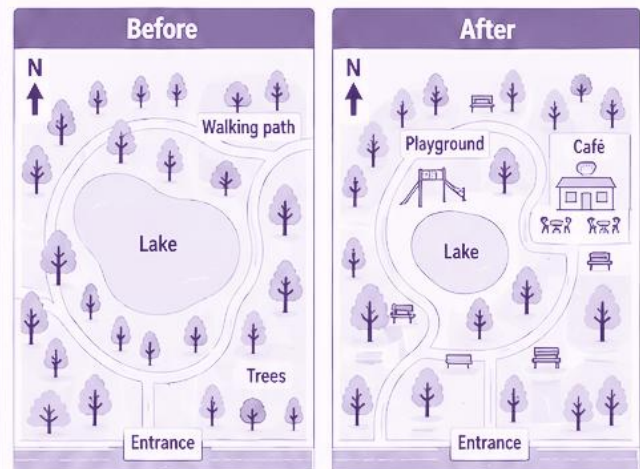
1 Town Centre Redevelopment (2010–2020)



Model Body Paragraph 1

In the northern part of the town, the most noticeable change was that the houses were replaced by apartment buildings. The supermarket in the west was also demolished and a large shopping mall was constructed in the same location.

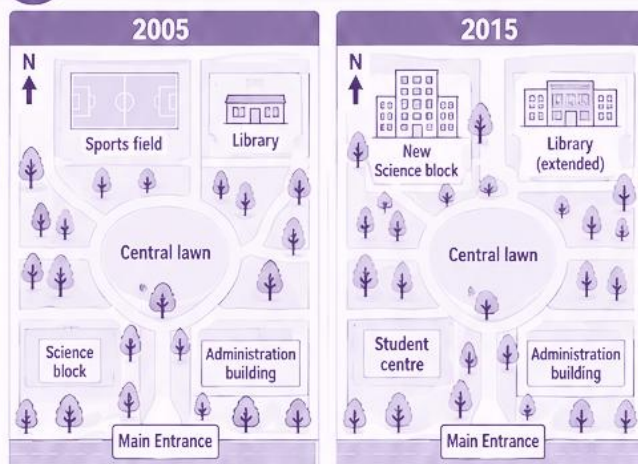
2 A Park (Before and After)



Model Body Paragraph 1

In the centre of the park, the large lake was divided into two smaller lakes. A playground was added in the north-western part, and a café was built in the north-east, making the area more suitable for visitors.

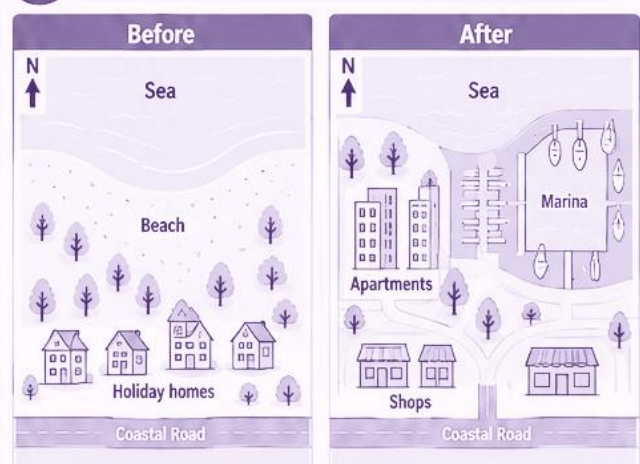
3 A University Campus (2005–2015)



Model Body Paragraph 1

In the western part of the campus, the sports field was replaced by a new science block. The library in the north-east was also extended, becoming larger than before.

4 A Coastal Area (Before and After)



Model Body Paragraph 1

In the western part of the coastal area, holiday homes were replaced by apartment buildings. A marina was built in the east, providing mooring facilities for boats.

Useful Grammar Structures

- Subject + was/were replaced by + noun.
e.g. The houses were replaced by apartments.
- Subject + was/were converted into + noun.
e.g. The factory was converted into a shopping mall.
- Subject + was/were demolished and + noun + was/were built.
e.g. The old building was demolished and a hotel was built.
- A new + noun + was/were constructed in + place.
e.g. A new bridge was constructed in the same location.
- Subject + remained unchanged.
e.g. The park remained unchanged.

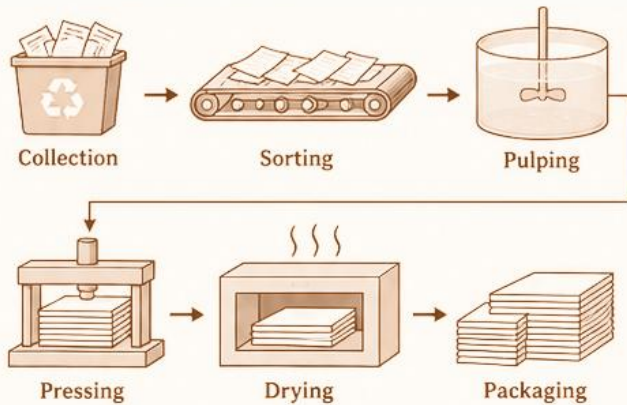
Useful Linkers for Maps

- In the northern/southern/eastern/western part ...
- In the centre of ...
- To the north/south of ...
- In contrast, ...
- Similarly, ...
- Meanwhile, ...
- As a result, ...
- Overall, ...

IELTS Task 1 Diagrams Practice

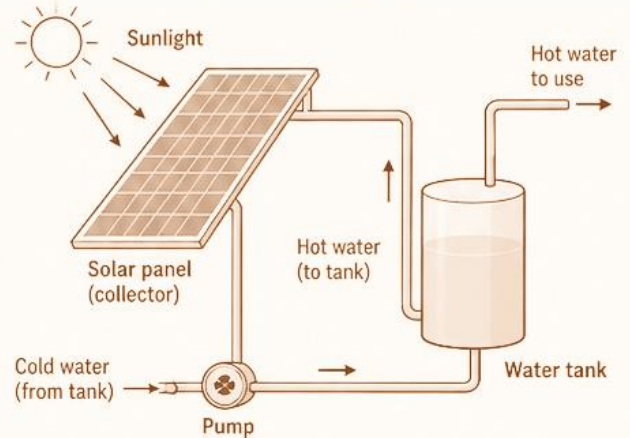
Study the diagrams and write Body Paragraph 1 and Body Paragraph 2.

1. Recycling Process



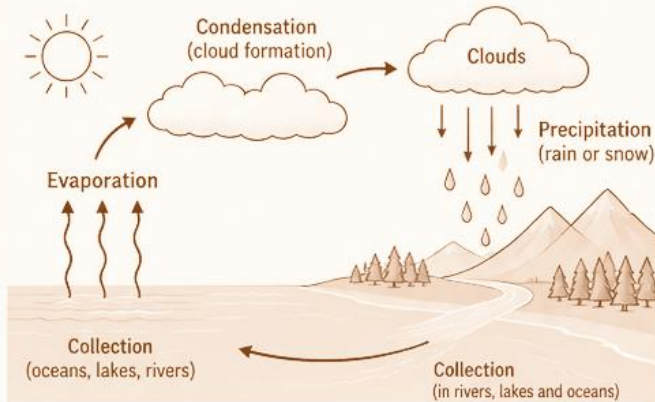
The diagram below shows how paper is recycled. Write Body Paragraph 1 and Body Paragraph 2.

2. Solar Water-Heating System



The diagram below shows how a solar water-heating system works. Write Body Paragraph 1 and Body Paragraph 2.

3. Water Cycle



The diagram below illustrates the water cycle. Write Body Paragraph 1 and Body Paragraph 2.

4. Bottled Water Production



The diagram below shows how bottled water is produced. Write Body Paragraph 1 and Body Paragraph 2.

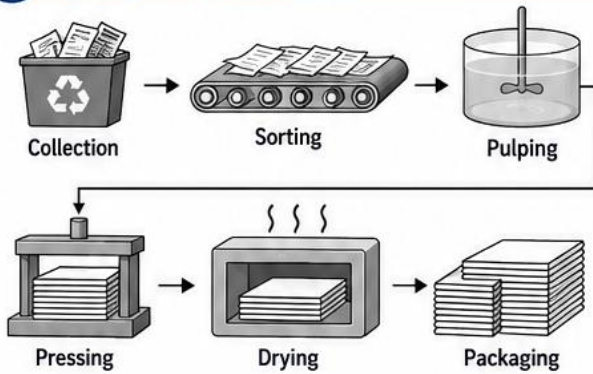
Useful Grammar Structures

- Initially, ...
- Following this, ...
- ... is then + past participle
- After that, ...
- Finally, ...
- The process begins with ... and ends with ...

Useful Vocabulary

- process, stage, cycle, system, device
- collect, filter, pump, heat, store, convert, release
- subsequently, afterwards, meanwhile, finally

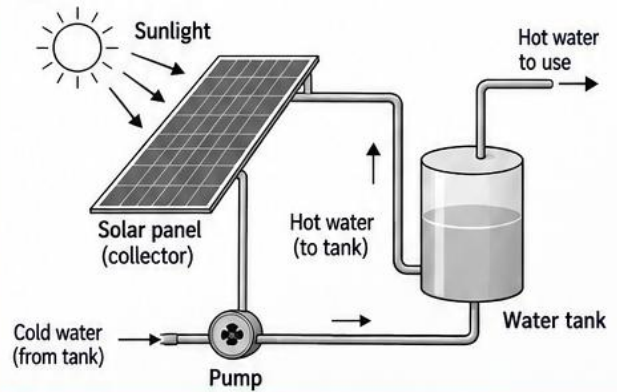
1 Recycling Process



Model Body Paragraph 1

Initially, used paper is collected from homes, offices and other places and then it is sorted on a conveyor belt to remove unsuitable materials. After that, the sorted paper is mixed with water in a large tank and turned into a wet pulp, which is the third stage in the recycling process.

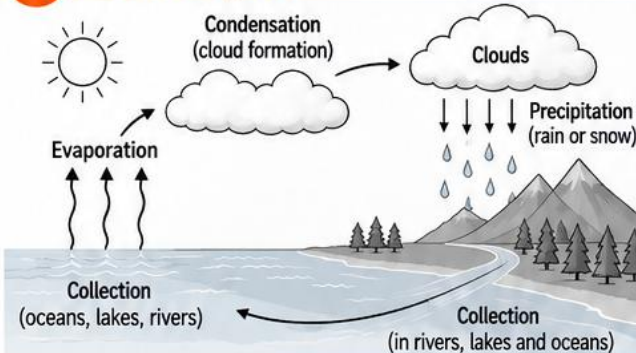
2 Solar Water-Heating System



Model Body Paragraph 1

Initially, sunlight is absorbed by the solar panel (collector), which heats the water that flows through it. The cold water from the tank is pumped into the panel, and as it passes through the collector, it becomes hot water, which is then sent to the storage tank.

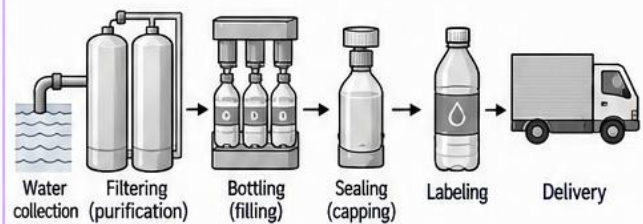
3 Water Cycle



Model Body Paragraph 1

Initially, the sun heats water in oceans, lakes and rivers, causing it to evaporate and turn into water vapour. The vapour then rises and cools down in the atmosphere, where it condenses to form clouds, which is the second stage in the water cycle.

4 Bottled Water Production



Model Body Paragraph 1

Initially, water is collected from a natural source such as a spring or underground supply. It is then passed through filters to remove impurities and make it safe for drinking. After that, the purified water is filled into bottles, which is the third stage in the process.



Useful Grammar Structures

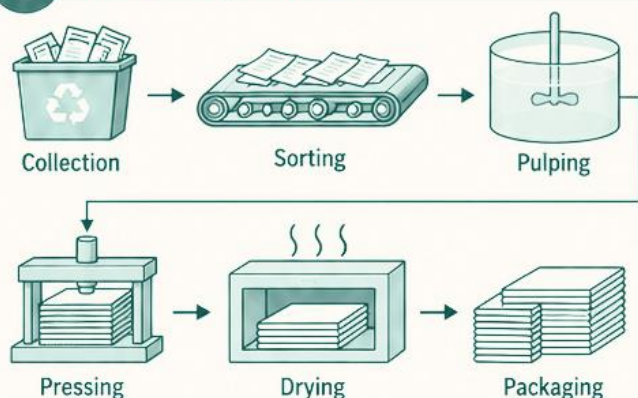
- Initially, ...
- The process begins with ...
- First, ... / To begin with, ...
- Subject + is/are + passed through + noun.
- Subject + is/are + converted into + noun.
- After that, ...
- Subsequently, ...
- Next, ...
- Then, ...
- This is followed by ...
- Finally, ...
- Subject + is/are + filled into ...



Useful Vocabulary

- process / stage / cycle
- collect / gather
- sort / separate
- mix / combine
- convert / transform
- heat / absorb
- pump / flow
- filter / purify
- condense / evaporate
- precipitation
- storage tank / collector
- seal / cap
- label / package
- deliver / distribute

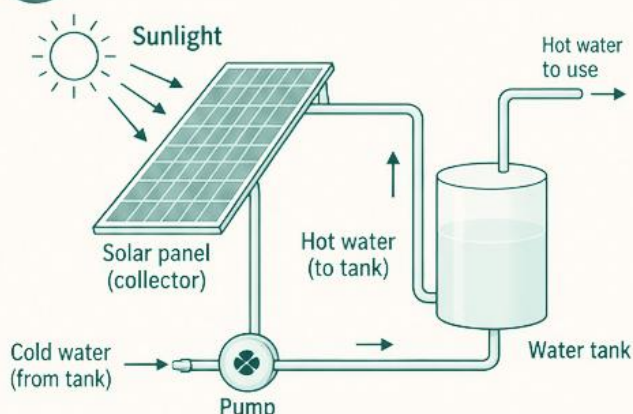
1 Recycling Process



Model Body Paragraph 2

After that, the wet pulp is pressed to remove excess water and turn it into thin sheets. The sheets are then dried using heat. Finally, the dried paper is cut and packed into new paper products, which are ready to be used again.

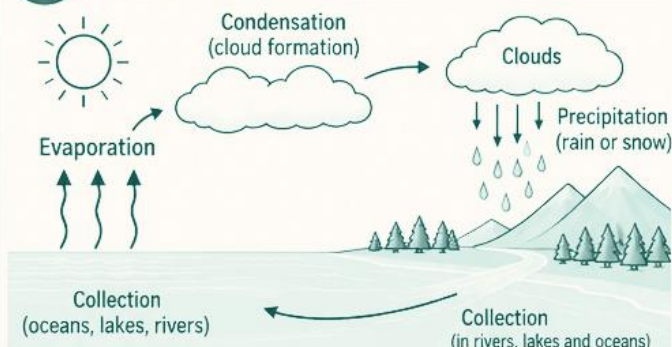
2 Solar Water-Heating System



Model Body Paragraph 2

The heated water is then pumped into a storage tank, where it is kept for later use. When needed, the hot water flows out of the tank and is supplied to homes for everyday use, such as bathing or washing. Meanwhile, the system continues to operate as long as sunlight is available.

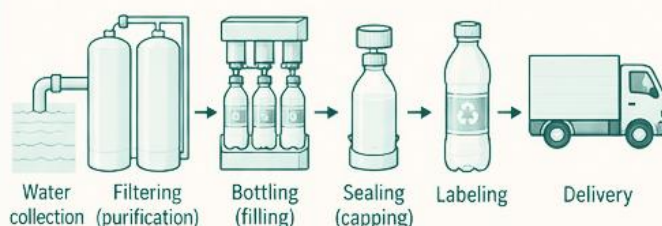
3 Water Cycle



Model Body Paragraph 2

After that, the water falls back to the earth as precipitation, in the form of rain or snow. The water then flows over the land into rivers and lakes, and eventually returns to the oceans. This completes the water cycle, and the process continues repeatedly in a natural cycle.

4 Bottled Water Production



Model Body Paragraph 2

After the bottles are filled, they are sealed with caps to keep the water clean and safe. Next, labels are attached to the bottles with product information. Finally, the bottled water is packed and transported to shops and supermarkets for distribution to customers.



Useful Grammar Structures

- After that, ...
- Subsequently, ...
- Then, ...
- Next, ...
- Finally, ...
- The process ends with ...
- The ... is/are ... and then ...
- ... is/are filled with ...
- ... is/are sealed/capped ...
- ... is/are packaged and transported ...
- This completes the process ...
- The cycle continues repeatedly ...



Useful Vocabulary

- press, dry, package, product
- absorb, heat, flow, storage tank
- supply, household, continuously
- evaporate, condense, precipitation
- flow, return, natural cycle
- purify, fill, seal, label
- distribute, transport
- repeatedly, eventually
- excess water
- thin sheets
- everyday use
- keep clean and safe
- product information



Small Steps
Big Progress

Practice More, Write Better!

IELTS WRITING | PLAN | PRACTICE | SUCCESS

IELTS Task 1 Line Graphs Practice

Study the graphs and write Introduction, Overview, Body Paragraph 1 and Body Paragraph 2.

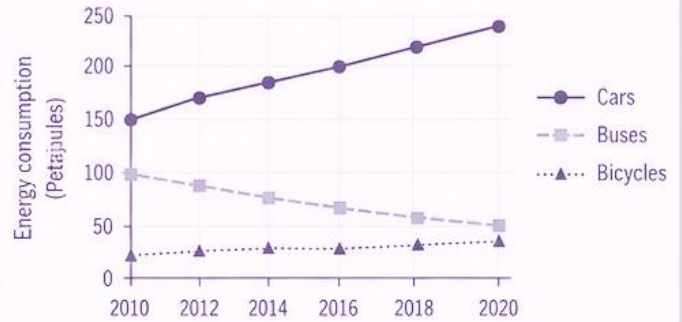
1. International Tourist Numbers

The graph below shows the number of international tourists visiting three countries from 2015 to 2020. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



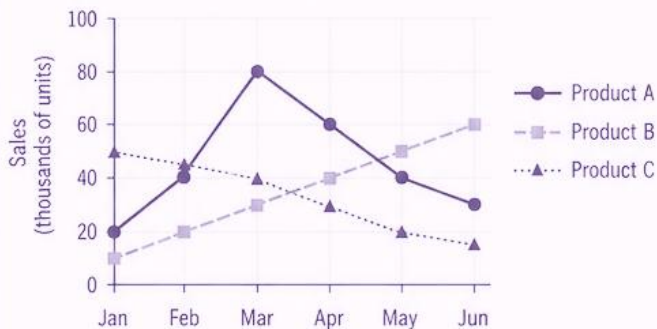
2. Energy Use by Transport Type

The graph below shows the energy consumption of cars, buses and bicycles from 2010 to 2020. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



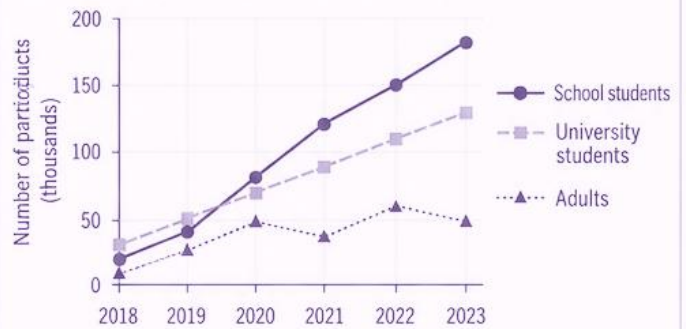
3. Monthly Sales of Three Products

The graph below shows the monthly sales of three products from January to June. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



4. Online Learning Participation

The graph below shows participation in online learning among three groups from 2018 to 2023. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



Useful Grammar Structures

- ... increased steadily from ... to ...
- ... fell sharply before recovering.
- ... remained stable throughout the period.
- After peaking at ..., ... declined gradually.

Coherence & Cohesion

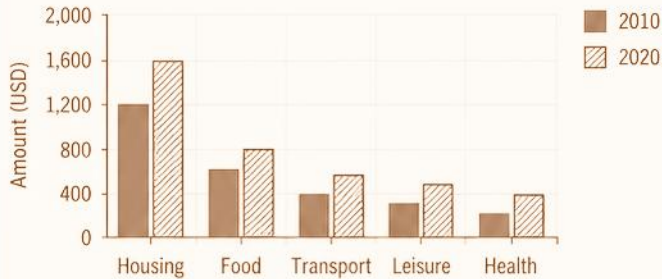
- while
- whereas
- in contrast
- similarly
- meanwhile
- by comparison

IELTS Task 1 Bar Graphs Practice

Study the graphs and write Introduction, Overview, Body Paragraph 1 and Body Paragraph 2.

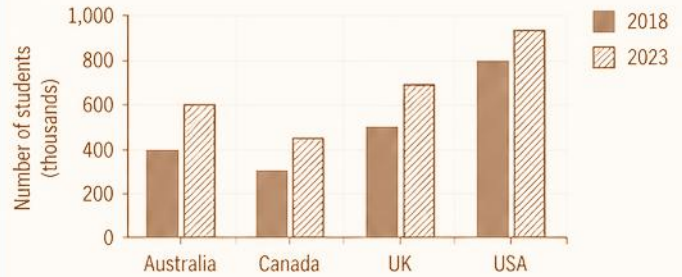
1. Average Monthly Household Spending in Five Categories

The bar chart below shows average monthly household spending on five categories in 2010 and 2020. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



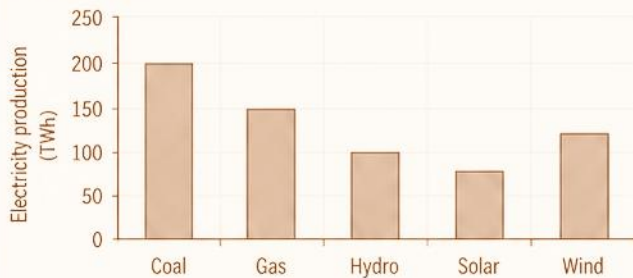
2. International Students in Four Countries

The bar chart below shows the number of international students in four countries in 2018 and 2023. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



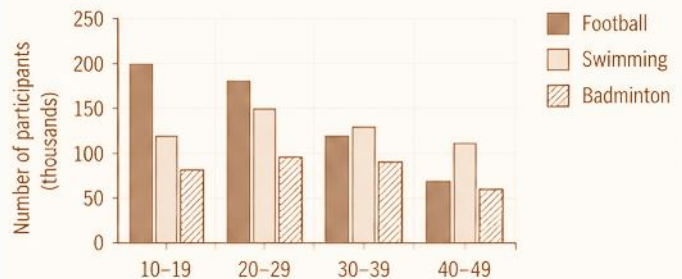
3. Electricity Production by Source

The bar chart below shows the amount of electricity produced from five energy sources in a country in 2025. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



4. Participation in Three Sports

The bar chart below shows participation in three sports among four age groups in 2024. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



Useful Grammar Structures

- ... was higher than ... in both years.
- ... increased from ... to ...
- ... recorded the highest / lowest figure.
- In contrast, ... remained lower than ...

Coherence & Cohesion

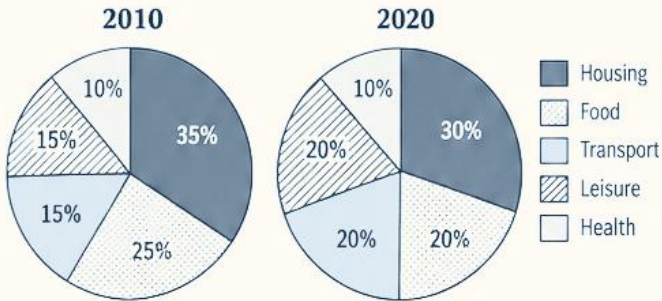
- while
- whereas
- in contrast
- similarly
- by comparison
- respectively

IELTS Task 1 Pie Charts Practice

Study the charts and write Introduction, Overview, Body Paragraph 1 and Body Paragraph 2.

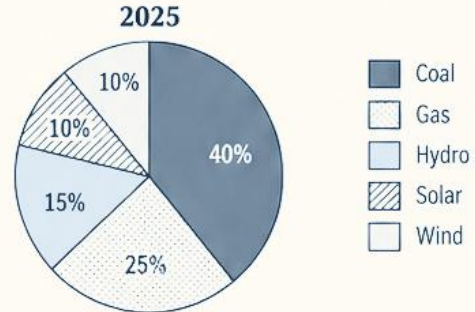
1. Household Spending in 2010 and 2020

The pie charts below show how household expenditure was distributed across five categories in 2010 and 2020. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



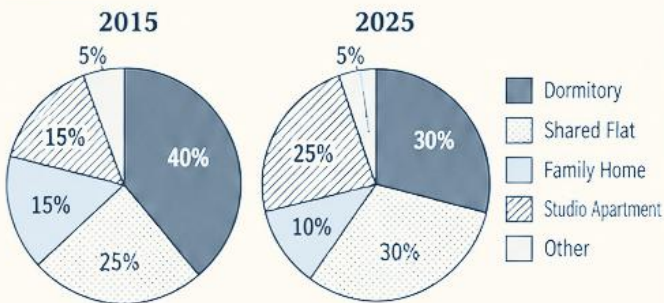
2. Energy Production by Source

The pie chart below shows the proportion of electricity produced from five energy sources in a country in 2025. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



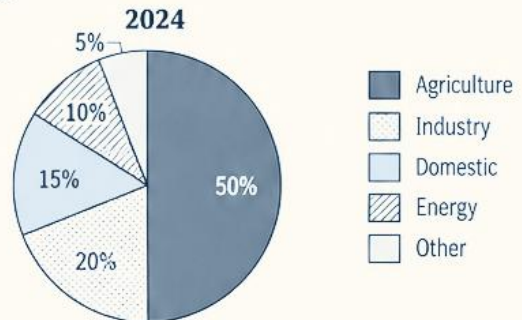
3. Student Accommodation Preferences

The pie charts below compare students' accommodation preferences in 2015 and 2025. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



4. Water Use by Sector

The pie chart below illustrates how water was used across five sectors in a region in 2024. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



Useful Grammar Structures

- ... accounted for the largest / smallest share.
- ... made up / represented ...% of the total.
- ... was twice as high as ...
- In contrast, ... constituted a smaller proportion.

Coherence & Cohesion

- while
- whereas
- in contrast
- similarly
- by comparison
- respectively

IELTS Task 1 Tables Practice

Study the tables and write Introduction, Overview, Body Paragraph 1 and Body Paragraph 2.

1. Average Monthly Household Spending

The table below shows average monthly household spending in five categories in 2010 and 2020. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Category	2010 (USD)	2020 (USD)
Housing	1,200	1,500
Food	450	420
Transport	300	350
Leisure	200	180
Health	150	250

2. Student Numbers in Four Subjects

The table below gives information about the number of students enrolled in four subjects in 2015, 2020 and 2025. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Subject	2015	2020	2025
Science	8,000	9,500	12,000
Arts	7,000	6,800	6,500
Business	5,000	7,000	9,000
IT	4,000	6,500	11,000

3. Average Daily Water Use

The table below illustrates average daily water use in three sectors across four countries. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Country	Domestic (litres)	Agriculture (litres)	Industry (litres)
Australia	150	320	210
Canada	120	290	180
India	100	500	150
Spain	130	410	220

4. Sales of Five Products

The table below provides information about the sales of five products from 2018 to 2020. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Product	2018 (units)	2019 (units)	2020 (units)
Product A	4,500	5,200	6,000
Product B	3,000	2,800	2,500
Product C	7,000	7,500	8,000
Product D	2,000	2,500	3,500
Product E	5,000	4,800	5,200

Useful Grammar Structures

- ... was higher than ... in all years.
- ... recorded the highest / lowest figure.
- ... increased from ... to ..., while ... remained stable.
- In contrast, ... showed a slight decline.

Coherence & Cohesion

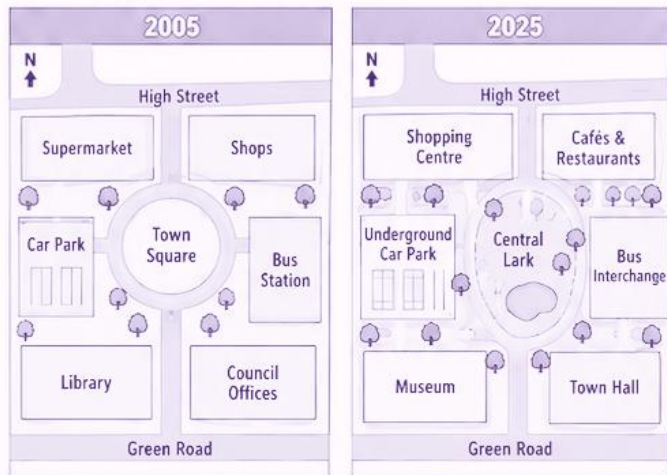
- while
- whereas
- in contrast
- similarly
- by comparison
- respectively

IELTS Task 1 Maps Practice

Study the maps and write Introduction, Overview, Body Paragraph 1 and Body Paragraph 2.

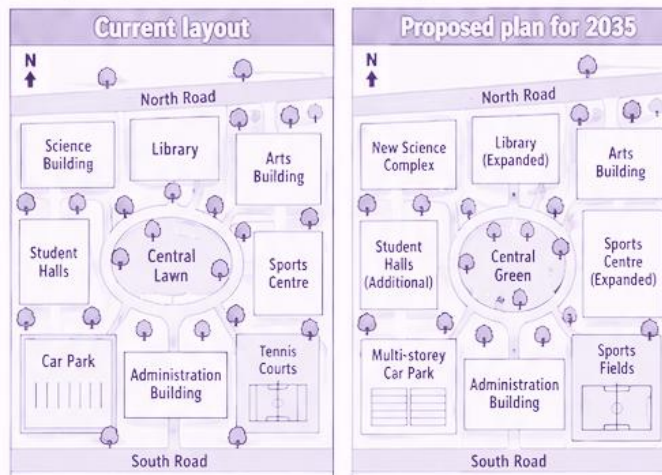
1. Town Centre Redevelopment

The maps below show changes to a town centre between 2005 and 2025. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



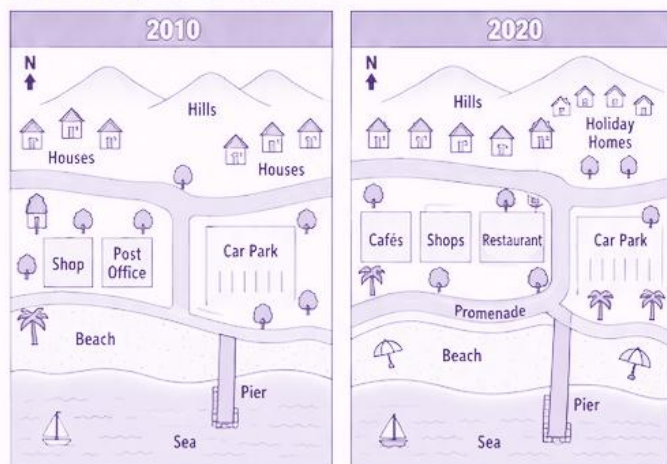
2. University Campus

The maps below show the current layout of a university campus and the proposed changes planned for 2035. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



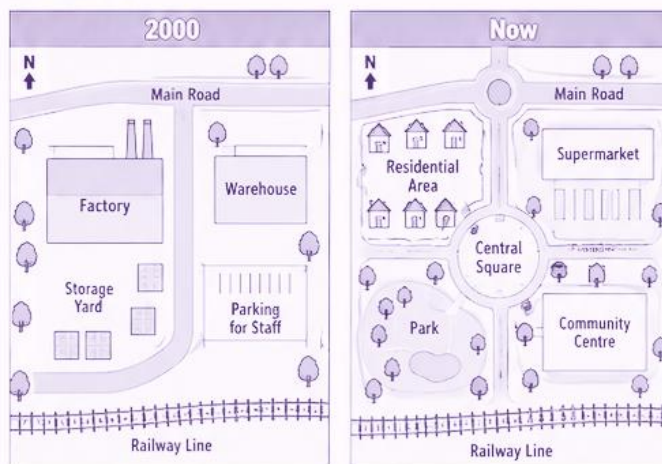
3. Coastal Village

The maps below show how a coastal village changed between 2010 and 2020. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



4. Industrial Site Redevelopment

The maps below show the redevelopment of an industrial site. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



Useful Grammar Structures

- ... was replaced by ...
- ... was converted into ...
- ... remained unchanged.
- There was / were ...
- ... was relocated to ...

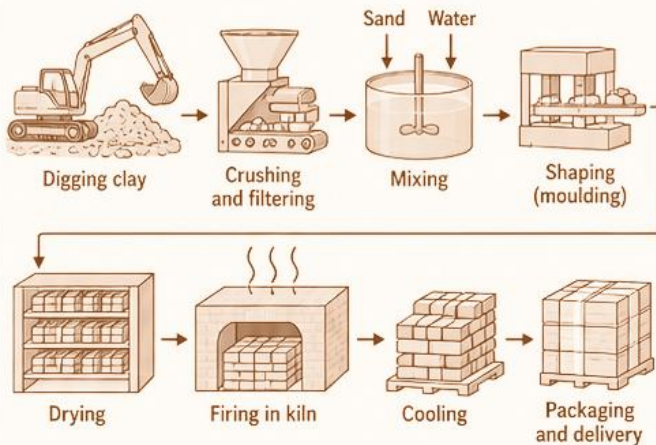
Coherence & Cohesion

- while
- whereas
- in contrast
- meanwhile
- similarly

IELTS Task 1 Process Diagrams Practice

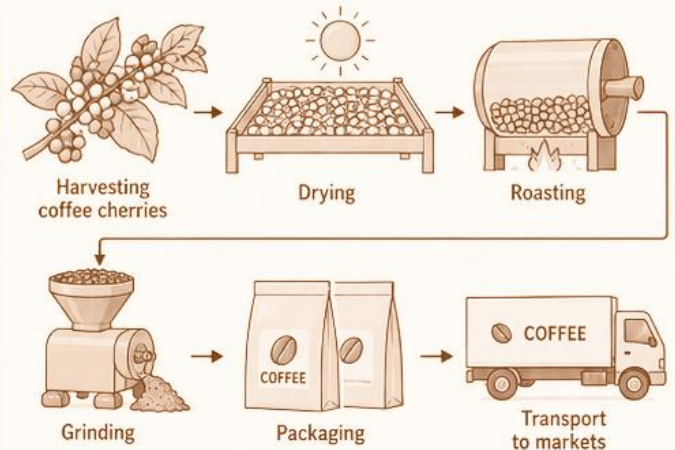
Study the diagrams and write Introduction, Overview, Body Paragraph 1 and Body Paragraph 2.

1. Brick Manufacturing



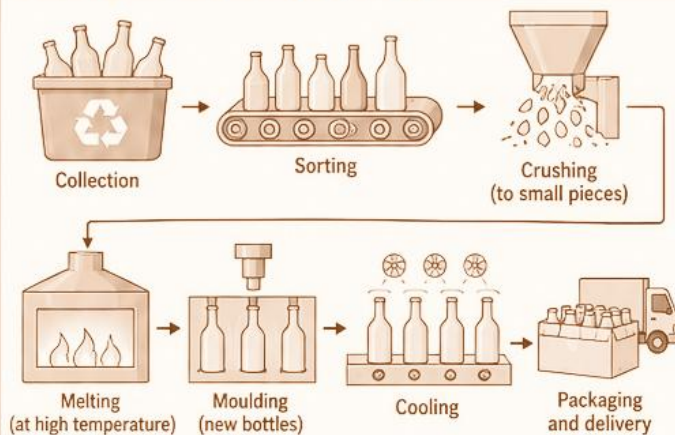
The diagram below shows how bricks are manufactured for the building industry. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

2. Coffee Production



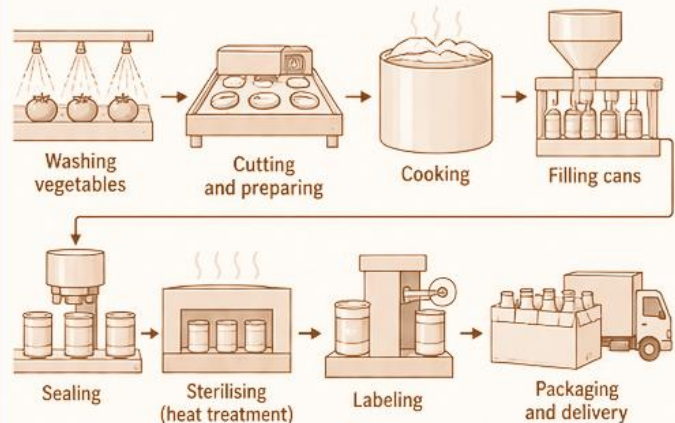
The diagram below shows how coffee is produced. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

3. Glass Bottle Recycling



The diagram below shows how glass bottles are recycled. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

4. Canned Food Production



The diagram below shows how canned food is produced. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Useful Grammar Structures

- Initially, ...
- Following this, ...
- ... is then + past participle
- After that, ...
- Finally, ...

Useful Vocabulary

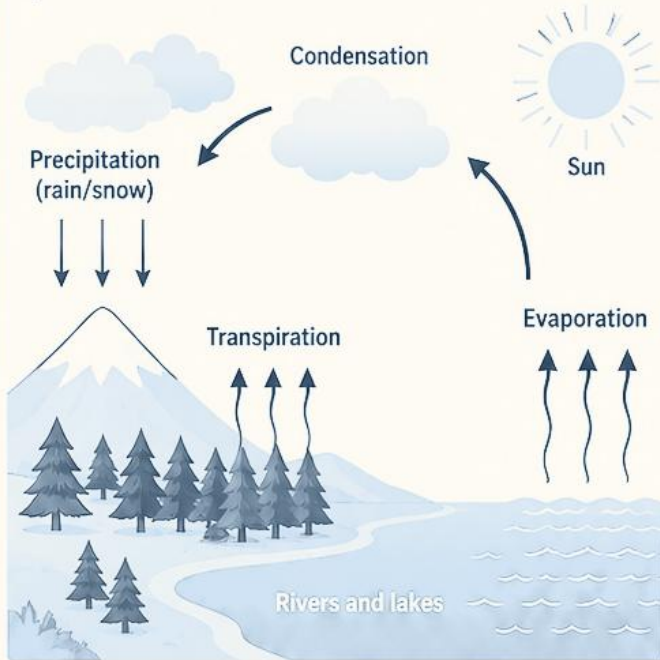
- process, stage, manufacture, production
- raw material, ingredient, packaging, delivery
- collect, sort, filter, crush, mix, mould
- roast, grind, fill, seal, sterilise, label
- subsequently, afterwards, meanwhile, finally

IELTS Task 1 Natural Processes Practice

Study the diagrams below and write a report for a university lecturer describing the information.

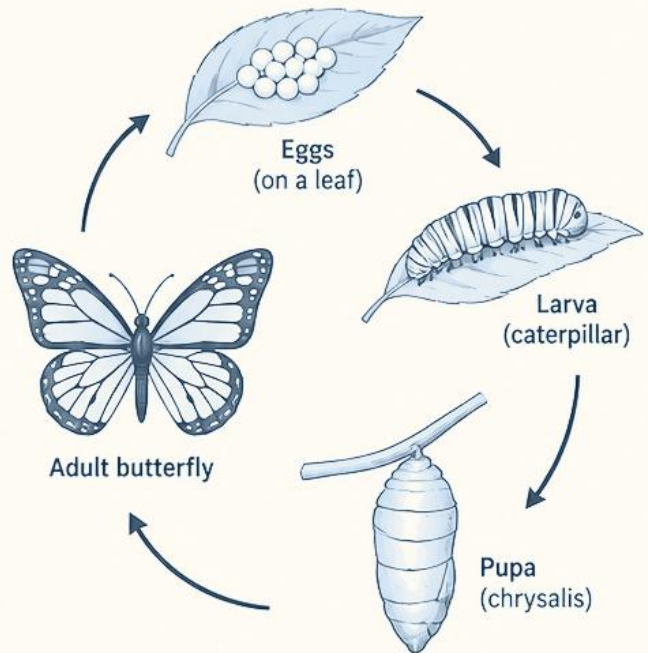
1. The Water Cycle

The diagram below shows the natural process of the water cycle.



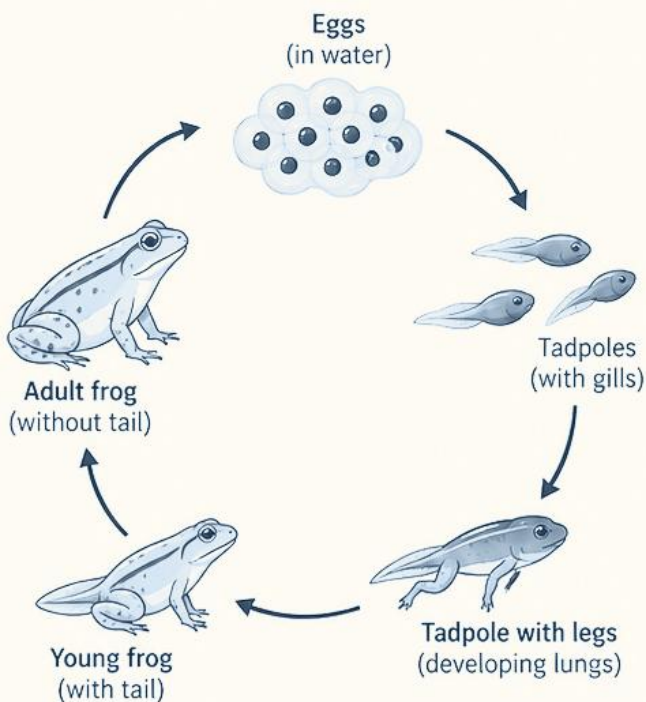
2. The Life Cycle of a Butterfly

The diagram below shows the life cycle of a butterfly.



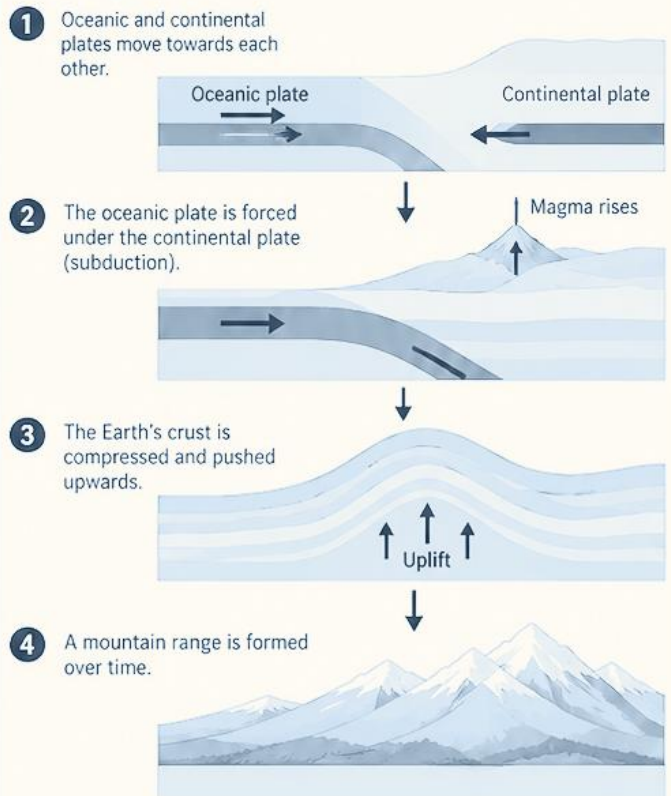
3. The Life Cycle of a Frog

The diagram below shows the life cycle of a frog.



4. The Formation of a Mountain

The diagram below shows how a mountain is formed.



IELTS Task 1 Mixed Charts Practice

Study the visual information below and write a report for a university lecturer describing the information.

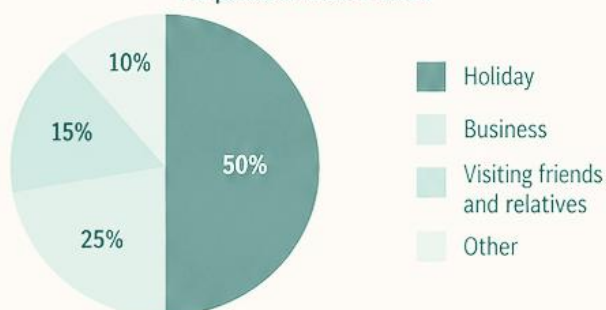
1. Tourist Information

The charts below show the number of tourists visiting a country from 2016 to 2020 and the purposes of their visit in 2020.

Number of tourists (millions)



Purposes of visit in 2020



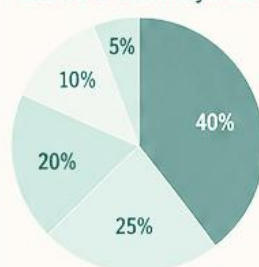
2. Energy Production and Consumption

The graph below shows the production and consumption of electricity in a country between 2010 and 2020, and the pie charts show the sources of electricity in 2010 and 2020.

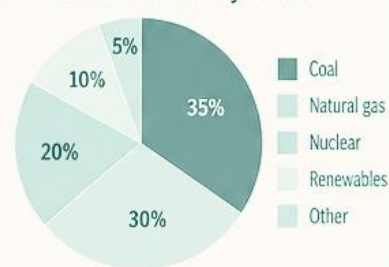
Electricity production and Consumption



Sources of electricity in 2010



Sources of electricity in 2020



3. Internet Usage

The bar chart below shows the percentage of people using the internet in different age groups in 2010 and 2020, and the table shows the main activities of internet users in 2020.

Percentage of internet users by age group



Main activities of internet users in 2020

Activity	Percentage of users (%)
Sending and receiving emails	78
Finding information	72
Social networking	65
Watching videos	54
Online shopping	48
Playing online games	32

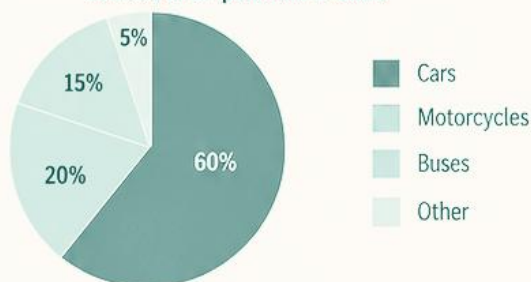
4. Transport and Emissions

The charts below show the number of vehicles in a city from 2010 to 2020 and the proportion of air pollution caused by different types of transport in 2020.

Number of vehicles in the city



Sources of air pollution in 2020



Future & Projection Language

Useful language for describing predicted, projected and forecast data in Task 1.

PLAN
ANALYSE
WRITE
HIGHER SCORES



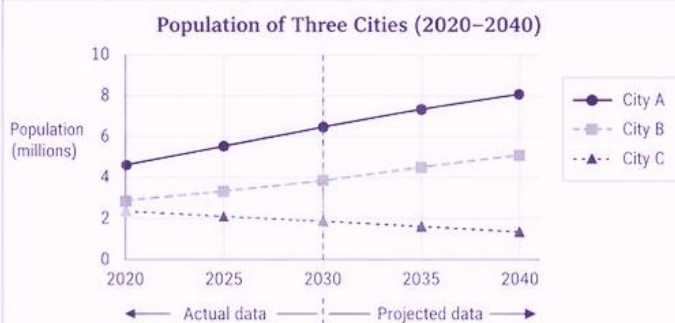
1. Key Future Verbs

Verb	Meaning / Usage
projected	used for future data; formal Task 1 vocabulary
predicted	suggested by a model or calculation; commonly used in Task 1
expected	used for future data; suitable for academic writing
forecast	formal term for future estimates
anticipated	used when something is expected to happen; formal and academic
estimated	suggests a calculated projection; slightly more cautious

2. Future Grammar Structures

- is projected to increase to ...
- is expected to reach ...
- is predicted to decline ...
- is forecast to remain stable ...
- will likely rise from ... to ...
- is anticipated to become the largest category ...
- is expected to overtake ... by ...
- is forecast to peak at ...
- a further increase is projected ...

3. Line Graph: Population Projections



Example sentences:

- The population of City A is projected to increase steadily to around 8 million by 2040.
- By contrast, the figure for City C is predicted to decline slightly over the period.

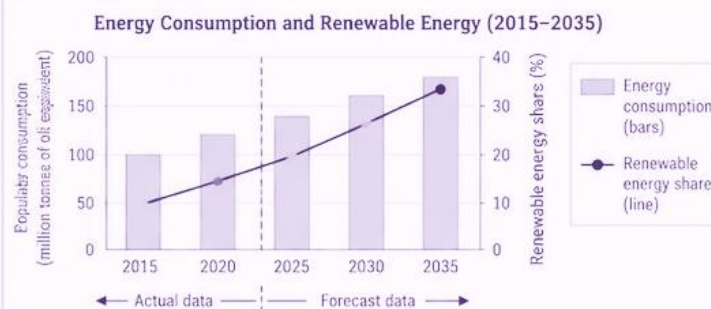
4. Bar Chart: Forecast Transport Use



Example sentences:

- Car use is anticipated to remain the dominant category throughout the forecast period.
- Bicycle use is expected to grow gradually and may become the second most popular option by 2035.

5. Mixed Example



Use past tense for actual data and future/projection language for forecast data.

Examples:

- **Actual:** rose / declined / remained
- **Forecast:** is expected to rise / is predicted to fall / is forecast to remain stable

Useful Grammar Structures

- X is projected to rise from ... to ...
- X is expected to remain stable at ...
- X is predicted to fall slightly by ...
- X will likely overtake Y by ...

6. Important Reminder

- Do not use simple past tense for projected data.**
Use future language (e.g. is projected to ..., is expected to ...).
- Use passive future structures naturally.**
They are more formal and suitable for Task 1.
- Distinguish actual figures from forecast figures.**
Use past tense for actual data and future/projection language for predicted data.
- Keep the overview general.**
Summarise the main trends, and use projections in the body paragraphs where relevant.
- Use approximate language.**
Use words such as *around*, *approximately*, *just over*, *nearly*.

Coherence & Cohesion

- meanwhile
- by contrast
- in comparison
- over the following decade
- by the end of the period
- similarly

APPENDIX

Task 1 Master Reference

Keep these pages for revision, error correction, timed practice and final exam preparation.

Learn

Understand the skill

Practice

Apply it to realistic tasks

Improve

Review and refine

SOHOJ ENGLISH ACADEMY

Appendix A — Complete Trend Language Bank

Verbs, noun forms, intensity language, stability, fluctuation and peaks

Trend	Verb / Expression	Noun Form
Increase	increase / rise / grow / climb / surge / soar	an increase / a rise / growth / a climb / a surge
Decrease	decrease / fall / decline / drop / dip / plummet	a decrease / a fall / a decline / a drop / a dip
Stability	remain stable / remain unchanged / stay constant / level off / plateau	stability / no change / constancy / a plateau
Fluctuation	fluctuate / vary / go up and down / recover	a fluctuation / variation / ups and downs / recovery

Adjective → Adverb

- significant → significantly
- considerable → considerably
- dramatic → dramatically
- sharp → sharply
- substantial → substantially
- gradual → gradually
- slight → slightly
- steady → steadily

Peak / Low / Recovery

- reach a peak of ...
- hit a high of ...
- reach the highest point
- fall to a low of ...
- hit the lowest point
- recover to ...
- rebound to ...
- overtake / surpass ...

Accuracy tip: match the strength of the word to the size of the change. Do not call a small change “dramatic”.

Appendix B — Comparison & Proportion Language

Use precise structures for bar charts, pie charts, tables and mixed visuals

Comparison Structures

- X was higher than Y.
- X was considerably lower than Y.
- X exceeded Y by ...
- X was approximately twice as high as Y.
- X was three times the figure for Y.
- X and Y were almost identical.
- X was followed by Y.
- X remained the largest category.

Fractions & Proportions

- one-half / half
- one-third / two-thirds
- one-quarter / three-quarters
- one-fifth
- a majority / a minority
- the largest / smallest share
- just over / just under
- approximately / roughly / nearly

Useful Pie-Chart Patterns

- X accounted for the largest proportion, at ...%
- X represented / comprised / constituted ...% of the total.
- X made up nearly half of the total.
- The figure for X was twice as high as that for Y.
- Together, X and Y constituted the majority of ...

Useful Table / Bar Patterns

- X recorded the highest figure, whereas Y had the lowest.
- The number of X rose from A to B, while Y remained unchanged.
- Figures for X and Y were similar, at approximately A and B respectively.
- By comparison, the figure for Z was substantially lower.

Appendix C — Pie Charts, Tables & Mixed Charts

Language

Chart-specific vocabulary and sentence patterns

Pie Charts & Tables

- accounted for
- represented
- comprised
- constituted
- made up
- the proportion of
- the figure for
- stood at / recorded
- higher / lower than
- respectively
- equal to / similar to

Mixed Charts

- the bar chart shows ... while the line graph illustrates ...
- both visuals indicate ...
- in contrast
- at the same time
- followed a similar pattern
- moved in the opposite direction
- correlated with
- the former / the latter
- by comparison
- overall trend

Grouping Strategy

- Group similar categories rather than describing visuals from left to right.
- In mixed charts, connect related information across the visuals when the data allows it.
- Use the overview for the big picture; save specific figures for the body paragraphs.
- Avoid repeating the same comparison in both body paragraphs.

Appendix D — Maps Master Language Bank

Change vocabulary, location language, passive structures and useful phrases

Change Vocabulary

- built / constructed
- added / introduced
- developed / redeveloped
- expanded / extended
- removed / demolished
- replaced by
- converted into / transformed into
- relocated
- pedestrianised
- remained unchanged

Location & Direction

- in the north / south / east / west
- to the north of ...
- in the centre of ...
- on the left/right-hand side
- next to / beside / adjacent to
- opposite / across from
- between ... and ...
- along / alongside
- on the bank of ...
- on the outskirts

Map Grammar Patterns

- The park was replaced by a car park.
- A new road was constructed to the east of the town.
- The houses were relocated to the northern side.
- The industrial area was converted into a residential district.
- The river remained unchanged throughout the period.
- Compared with the original plan, the area became more developed overall.

Appendix E — Processes & Diagram Language Bank

Sequencing, passive voice, transformation language and natural cycles

Sequence Language

- initially / first of all
- at the first stage
- following this
- subsequently
- after which
- before being
- is then
- next / after that
- finally / at the final stage

Process Verbs

- collect / gather
- sort / separate
- crush / grind
- mix / combine
- filter / purify
- heat / cool
- dry / package
- transport / distribute
- convert / transform
- store / release

Passive Voice Patterns

- The material is collected and transported to ...
- After being processed, it is converted into ...
- The mixture is then filtered before being stored.
- Finally, the finished product is packaged and delivered.

Natural Process Language

- evaporate → condensation → precipitation
- hatch / develop / mature / reproduce
- the cycle begins with ... and returns to ...
- the process is cyclical / continuous rather than linear

Appendix F — Future & Projection Language

Describe forecast, predicted and projected data accurately

Core Future Structures

- is projected to increase to ...
- is expected to reach ...
- is predicted to decline ...
- is forecast to remain stable ...
- will likely rise from ... to ...
- is anticipated to become the largest category ...
- is expected to overtake ... by ...
- is forecast to peak at ...

Actual vs Forecast

- Actual: rose / fell / remained
- Forecast: is expected to rise
- Actual: reached a peak of ...
- Forecast: is projected to peak at ...
- Use past tense for completed data.
- Use future/projection language for forecast data.
- Distinguish actual and predicted periods clearly.

Approximation Language

- around / approximately / roughly
- nearly / almost
- just over / just under
- about / in the region of

Appendix G — Task 1 Grammar Rules

The grammar points students should check in every response

Rule	How to Apply It
Tense	Use past tense for finished periods, present simple for timeless visuals/current facts, and future/projection structures for forecast data.
Subject–verb agreement	The number of students was ... / The figures were ...
Articles	Use a/an/the accurately: a rise, an increase, the highest figure.
Prepositions	increase from A to B; rise by 20; remain at 50; peak at 80; between 2010 and 2020.
Comparatives	higher than, lower than, more/less significant than, twice as high as.
Superlatives	the highest, the lowest, the largest share, the smallest proportion.
Passive voice	Especially useful for maps and processes: was replaced by; is transported; is converted into.
Complex sentences	Use while, whereas, although, which, after which and before + -ing carefully.
Punctuation	Use commas after introductory linkers and avoid comma splices.
Number language	Keep units consistent and use approximate language when exact precision is unnecessary.

Appendix H — Coherence, Paragraphing & Expressions

Make the report easy to follow without overusing linking words

Useful Linkers

- while / whereas
- in contrast / by contrast
- similarly / likewise
- meanwhile
- compared with
- respectively
- in terms of
- regarding / turning to
- during the same period
- followed by

Paragraph Openers

- Regarding the first group, ...
- Turning to the remaining categories, ...
- In the northern part of the area, ...
- As for the other two groups, ...
- During the first half of the period, ...
- In the later stages of the process, ...
- By comparison, ...
- Meanwhile, ...

Cohesion Rules

- Group related information together; do not jump randomly between categories.
- Use linkers because they express a real relationship, not simply to make the writing sound complex.
- Avoid starting every sentence with “Moreover”, “Furthermore” or “On the other hand”.
- Use referencing carefully: this figure, the former, the latter, these categories.
- Keep the overview separate from detailed data.

Appendix I — Common Mistakes & Correction Guide

Errors that frequently reduce Task Achievement, vocabulary and grammar scores

Common Mistake	Why It Hurts	Better Approach
Writing a conclusion	Task 1 normally needs an overview, not an essay-style conclusion.	Write a clear overview after the introduction.
Describing every number	This creates a list instead of a report.	Select key data that supports trends and comparisons.
No overview	A missing overview seriously weakens Task Achievement.	Write 1–2 clear sentences summarising the big picture.
Personal opinion	Task 1 is objective.	Report only what the visual shows.
Wrong tense	Past data described in present tense, or forecast data in simple past.	Match tense to the time period.
Overusing “increase/decrease”	Repetition limits lexical range.	Use accurate alternatives: rise, climb, fall, decline, remain stable, fluctuate.
Mechanical linkers	Too many linkers can sound unnatural.	Use only when the relationship is clear.
Poor grouping	Writing left-to-right wastes comparisons.	Group similar or contrasting categories logically.
Wrong units	Percentages, millions, tonnes, dollars are confused.	Check the axis/title before writing.
Inventing causes	The visual does not explain why a trend happened.	Do not add reasons unless the task gives them.

Appendix J — Final Self-Check + 20-Minute Exam Plan

Use this page for every full Task 1 practice

20-Minute Plan

2–3 min Analyse

Identify type, time, units, main trends and grouping.

2 min Plan

Choose overview features and divide details into Body 1 / Body 2.

12–13 min Write

Introduction → Overview → Body 1 → Body 2.

2–3 min Check

Grammar, spelling, units, comparisons and missing words.

Final Checklist

☐ I wrote at least 150 words.	☐ My introduction accurately paraphrases the task.
☐ My overview clearly states the main trends/features without unnecessary detail.	☐ I selected and grouped relevant data instead of describing everything.
☐ I made clear comparisons where appropriate.	☐ I used accurate units and figures.
☐ My vocabulary is varied but natural.	☐ My grammar includes a range of accurate structures.
☐ My tenses match the time period.	☐ I checked spelling, punctuation and subject–verb agreement.
☐ I did not add opinions, reasons or invented information.	☐ I finished within about 20 minutes.

Practice → Feedback → Correction → Rewriting → Timed Practice