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A Comprehensive Guide on IELTS Academic Writing Task 1

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Contents

IELTS Writing Task 1: Key Information 5

Assessment & Marking Criteria 8

Marking Criteria – Task Achievement 8

Marking Criteria – Cohesion & Coherence 10

Marking Criteria – Vocabulary 11

Key Vocabulary for IELTS Writing Task 1 13

Vocabulary to Express General Trend 14

Vocabulary to represent the highest and lowest points in graphs: 17

Vocabulary to show fluctuations/ups and downs/ rise and fall in Verb forms: 18

Vocabulary to show "how many times…" 20

Vocabulary to show how much changed… 20

Vocabulary to represent comparison in graphs: 21

Vocabulary to show that something/a trend is similar or the same: 23

Formal and Informal expressions and words: 26

Vocabulary to show transitions: 28

Vocabulary to describe a Map: 30

Vocabulary to describe a Process Diagram: 32

Vocabulary to describe Predictions: 33

Advanced Vocabulary for Task 1 34

Useful Phrases 39

Percentages, Proportions & Approximations 41

Marking Criteria – Grammar 42

Verb Tenses 43

Common Grammatical Errors 44

Prepositions 44

Articles 45

The Seven Types of Task-1 Questions 46

Pie Chart 47

Line Graph 48

Bar Chart 49

Maps 50

Process Diagram 51

Multiple Charts 52

Table 54

How To Understand & Analyse Task 1 Questions 55

How to Identify the Major Features 57

Bar Charts & Line Graphs 58

Tables 59

Pie Charts 60

Process Diagrams 61

Maps 63

IELTS Academic Task 1 Writing Structure 64

How to Answer a Pie Chart Question 65

Analysing the Question 66
Identifying Main Features 67
Paraphrasing the Question 69
Overview Paragraph 69
First Body Paragraph 70
Second Body Paragraph 71
How to Answer a Line Graph Question 74
Analysing the Question 75
Identifying the Main Features 76
Paraphrasing the Question 78
Overview Paragraph 78
First Body Paragraph 79
Second Body Paragraph 80
How to Answer A Bar Chart Question 83
Analysing the Question 84
Identifying the Main Features 85
Paraphrasing the Question 88
Overview Paragraph 88
First Body Paragraph 89
Second Body Paragraph 90
How to Answer A Map Question 93

Analysing the Question 94

Identifying the Main Features 95

Paraphrasing the Question 97

Overview Paragraph 98

First Body Paragraph 99

Second Body Paragraph 100

How to Answer A Process Diagram 102

Analysing the Question 103

Identifying the Main Features 104

Paraphrasing the Question 106

Overview Paragraph 106

First Body Paragraph 107

Second Body Paragraph 108

How to Answer A Multiple Graph Question 111

Analysing the Question 112

Identifying the Main Features 113

Paraphrasing the Question 115

Overview Paragraph 115

First Body Paragraph 116

Second Body Paragraph 117

How to Answer A Table Question 120

Analysing the Question.....122

Identifying the Main Features.....122

Paraphrasing the Question.....124

Overview Paragraph.....125

First Body Paragraph.....126

Second Body Paragraph.....127

IELTS Writing Task 1: Key Information

IELTS writing section has two parts. Writing Task 1, and Writing Task 2. You will be given total 60 minutes to complete both parts.

Writing task 1 for General Training students is different from that of Academic students. However, Writing Task 2 is same for both GT and Academic students.

There are different types of Writing task 1 question. It can appear as a bar graph, a line graph, a pie chart, a process map etc.

Writing task 1 carries one third of total writing marks, whereas task 2 carries the remaining two thirds.

In Academic Writing Task 1, you will need to write a report on given diagrams/charts, whereas in General Training Task 1, you will be asked to write a letter.

You should not spend more than 20 minutes for Writing Task 1, because you will get only one third of the total Writing part's marks from this task.

You must write at least 150 words in Task 1. If you write less than 150, you will lose marks. However, you can write more, it could be somewhere around 200 - 230. Writing more than this would look like too many.

Be aware of your spelling and grammar. Most of the students lose crucial marks because of spelling and grammatical errors.

You do not need to write a conclusion in Writing task 1. You can write the final sentence in a way so that it can summarize your description.

In the IELTS Writing Task 1 section, you may be asked to describe data or information in the form of:

1. Pie Chart
2. Line graph
3. Bar chart
4. Map
5. Process diagram
6. Multiple Graphs
7. Table

The information could be about a wide range of topics, including demographics, economics, geography, science, technology, and more. You are expected to summarize the main features and trends of the information and make comparisons where relevant.

Here's a typical question. The highlighted sentence is always the same no matter what type of question you get.

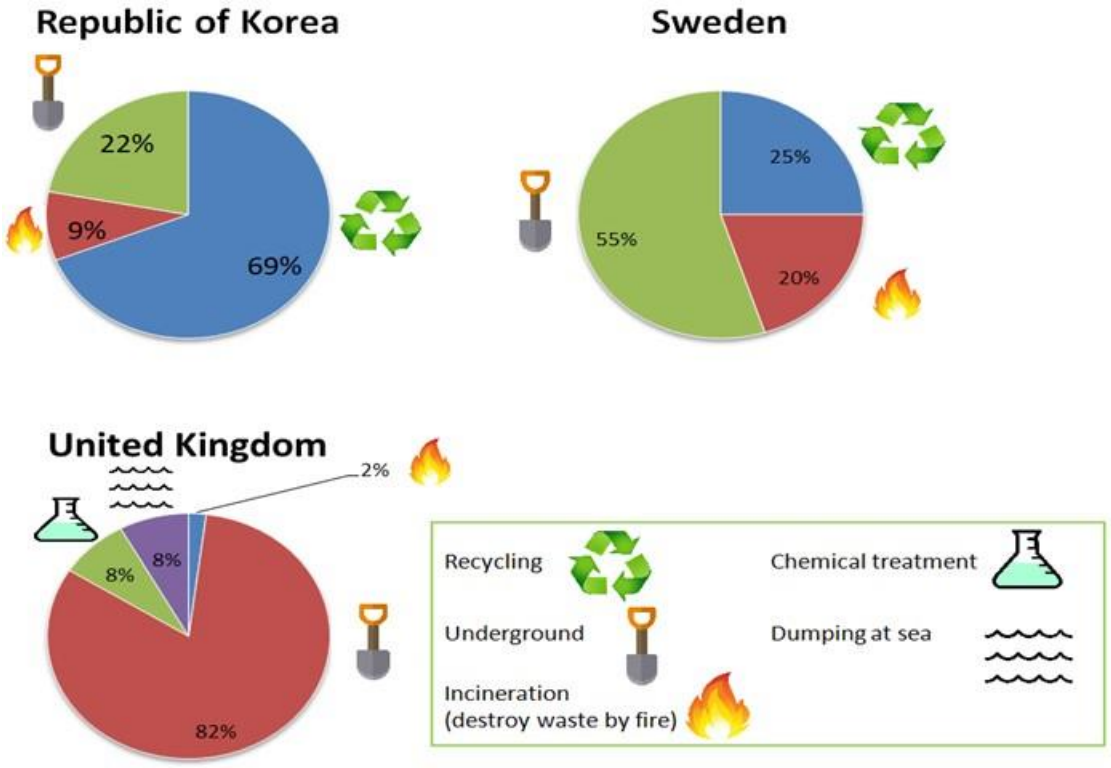
Question Format

You should spend 20 minutes on this task.

The pie charts below show how dangerous waste products are dealt with in three countries.

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

Write at least 150 words.



Notice, the format of the question will be always the same:

- reminding of your time,
- an introduction to the chart,
- this (Summarize the information by selecting and reporting main features and make comparisons where relevant) instruction sentence,
- and the minimum word requirement.

This is the basic structure that you will always find in a IELTS Academic Task 1 question.

So, you can use the same basic method and essay structure to write any Task 1 report.

Assessment & Marking Criteria

As with all parts of the IELTS exam, Task 1 is marked according to four criteria.

1. **Task Achievement** – appropriate response to the task
2. **Cohesion & Coherence** – the ability to present a well-structured essay
3. **Lexical Resource (Vocabulary)** – the ability to use a range of appropriate vocabulary and to use it correctly.
4. **Grammatical Range & Accuracy** – the ability to use grammar correctly and to use a range of grammar forms.

Each criterion carries 25% of the marks.

Marking Criteria – Task Achievement

Task Achievement is one of the key criteria that is assessed in the IELTS Writing Task 1. It refers to how well you have fulfilled the requirements of the task prompt.

To achieve a high score for task achievement, you should:

- Address all parts of the task prompt: Make sure you answer all the questions asked in the prompt and address all the information presented in the graph, chart, or table.
- Use accurate and relevant information: Present information that is relevant to the task prompt and make sure it is accurate. Avoid including irrelevant or incorrect information.
- Present a clear overview: Start the report with a clear overview that summarizes the main features and trends of the information.

- Provide specific details: Use specific and relevant details to support your ideas and present a comprehensive picture of the information.
- Use appropriate language: Use appropriate language and vocabulary to describe the information and make comparisons where relevant. Avoid using overly simple or complex language.
- Follow the correct format: Follow the correct format for a Task 1 report, such as properly written overview and description paragraphs.
- By following these guidelines, you can demonstrate to the examiners that you have fully understood the task prompt and have effectively communicated the information presented in the graph, chart, or table.

Here is the official description of Task Achievement in IELTS Task 1 writing:

Band	Descriptors – Task Achievement
8	• Covers all requirements of the task sufficiently • Presents, highlights and illustrates key features/bullet points clearly and appropriately
7	• Covers the requirements of the task • presents a clear overview of main trends, differences or stages • clearly presents and highlights key features/bullet points but could be more fully extended
6	• addresses the requirements of the task • Presents an overview with information appropriately selected • Presents and adequately highlights key features/bullet points but details may be irrelevant, inappropriate or inaccurate

Marking Criteria – Cohesion & Coherence

In the IELTS Writing Task 1, coherence and cohesion are important elements that are assessed by the examiners.

Coherence refers to the logical flow of ideas in a written text and how well they are connected. To achieve coherence in your writing, you should:

- Clearly state the purpose of the report in the introduction.
- Use appropriate transitional words and phrases to connect ideas, such as "however", "on the other hand", "in addition", etc.
- Make sure each paragraph has a clear topic sentence that is connected to the main purpose of the report.

Cohesion refers to how well the elements of the text work together to form a unified whole. To achieve cohesion in your writing, you should:

- Use consistent and appropriate referencing, such as "the graph shows", "as can be seen from the graph", etc.
- Use key words and phrases throughout the text to link ideas.
- Apply a range of grammatical structures and vocabulary to vary sentence length and complexity.
- Use a consistent tone and style throughout the report.

By following these strategies, you can create a well-organized, logically structured, and cohesive report that effectively presents the information from the Task 1 prompt.

Here is the official descriptor of Coherence & Cohesion in IELTS Task 1 report:

Band	Descriptors – Coherence & Cohesion
8	• Sequences information and ideas logically • Manages all aspects of cohesion well • Uses paragraphing sufficiently and appropriately
7	• Logically organises information and ideas; there is clear progression throughout • Uses a range of cohesive devices appropriately although there may be some under-/over-use
6	• Arranges information and ideas coherently and there is a clear overall progression • Uses cohesive devices effectively, but cohesion within and/or between sentences may be faulty or mechanical • May not always use referencing clearly or appropriately

Marking Criteria – Vocabulary

Vocabulary, also called Lexical Resource, carries 25% of the marks so, you need to know what the examiner is looking for. That means, vocabulary is an important aspect of the IELTS Writing Task 1, as it can greatly affect the clarity and accuracy of your writing. To achieve a high score for vocabulary, you should:

- Use a range of vocabulary: Use a range of vocabulary to describe the information and present a comprehensive picture of the information. Avoid repeating the same words and phrases.
- Use appropriate and precise vocabulary: Use appropriate and precise vocabulary to describe the information, such as technical terms and specific words related to the topic.

- Avoid errors in vocabulary usage: Make sure you use vocabulary correctly, avoiding errors such as incorrect word forms, misused words, or inappropriate collocations.
- Use a range of sentence structures: Use a range of sentence structures to vary the length and complexity of your sentences and to make your writing more interesting.
- Use appropriate academic vocabulary: Use appropriate academic vocabulary that is commonly used in written texts, such as "data", "trend", "significant", etc.

By following these guidelines, you can demonstrate to the examiners that you have a strong command of the English language and that you can effectively use vocabulary to describe the information presented in the graph, chart, or table. Here is the official description of lexical resource in a Task 1 response:

Band	Descriptors – Vocabulary
8	• Use a wide range of vocabulary fluently and flexibly to convey precise meanings • Skilfully uses common lexical items but there may be occasional inaccuracies in word choice and collocation • Produces rare errors in spellings and/or word formation
7	• Uses a sufficient range of vocabulary to allow some flexibility and precision • Uses less common lexical items with some awareness of style and collocation • May produce occasional errors in word choice, spelling and/or word formation
6	• Uses an adequate range of vocabulary for the task • Attempts to use less common vocabulary but with some inaccuracy • Makes some errors in spelling and/or word formation, but they do not impede communication

Key Vocabulary for IELTS Writing Task 1

Here are some vocabulary suggestions that you can use in the introductory paragraph of your IELTS Task 1 essay:

1. **Demonstrate**: Instead of saying "show", you can use "demonstrate" to add variety and sophistication to your language.

2. **Illustrate**: Similar to "demonstrate", this word can be used to convey the idea of showing something in a visual form.

3. **Portray**: This verb can be used to convey the idea of depicting or representing something, such as data or information.

4. **Depict**: Similar to "portray", this word can be used to convey the idea of representing or showing something in a visual form.

5. **Outline**: This verb can be used to convey the idea of giving a brief summary or overview of something, such as the data presented in a graph or chart.

6. **Highlight**: This verb can be used to draw attention to something specific or important in the data presented.

7. **Examine**: This verb can be used to convey the idea of analysing or closely looking at something, such as the trends or patterns in the data.

8. **Explore**: Similar to "examine", this verb can be used to convey the idea of looking at something in depth, such as the different factors that may be contributing to the trends or patterns in the data.

Examples:

1. **Demonstrate**: The bar graph clearly demonstrates the significant increase in sales over the past year.

2. **Illustrate**: The pie chart is used to illustrate the distribution of students across different faculties in the university.

3. **Portray**: The line graph portrays the changes in temperature over a period of three months.

4. **Depict**: The scatter plot depicts the correlation between the amount of rainfall and crop yield.

5. **Outline**: The introduction outlines the main points that will be covered in the essay.

6. **Highlight**: The table highlights the differences in wages between male and female workers.

7. **Examine**: The report examines the reasons for the decline in tourism in the region.

8. **Explore**: The research paper explores the impact of technology on education in developing countries.

Vocabulary to Express General Trend

Here are some vocabulary suggestions to express general trend in an IELTS Task 1 essay:

1. **Increase**: This word can be used to indicate a general upward trend in the data, such as an increase in sales or population.

2. **Decrease**: This word can be used to indicate a general downward trend in the data, such as a decrease in unemployment or production.

3. **Rise**: Similar to "increase", this word can be used to convey the idea of an upward trend, such as a rise in temperature or enrolment.

4. **Fall**: Similar to "decrease", this word can be used to convey the idea of a downward trend, such as a fall in stock prices or demand.

5. **Grow**: This verb can be used to indicate a general increase or expansion in something, such as a growing economy or population.

6. **Decline**: This verb can be used to indicate a general decrease or reduction in something, such as a declining trend in literacy rates or life expectancy.
7. **Fluctuate**: This verb can be used to indicate a pattern of ups and downs in the data, such as fluctuating oil prices or exchange rates.
8. **Plateau**: This word can be used to indicate a period of stability or no change in the data, such as a plateau in sales or productivity.
9. **Surge**: This word can be used to indicate a sudden and significant increase in the data, such as a surge in demand or prices.
10. **Plummet**: This verb can be used to indicate a sudden and significant decrease in the data, such as a plummeting stock market or sales figures.
11. **Dip**: This word can be used to indicate a small and temporary decrease in the data, such as a dip in profits or attendance.
12. **Spike**: This word can be used to indicate a sudden and temporary increase in the data, such as a spike in interest rates or crime rates.
13. **Soar**: This verb can be used to indicate a rapid and significant increase in the data, such as prices or sales soaring.
14. **Stagnate**: This verb can be used to indicate a period of no change in the data, such as a stagnant economy or market.
15. **Gradual**: This word can be used to indicate a slow and steady change in the data, such as a gradual increase in temperature or enrollment.
16. **Slight**: This word can be used to indicate a small change in the data, such as a slight increase in prices or a slight decrease in attendance.
17. **Sharp**: This word can be used to indicate a sudden and significant change in the data, such as a sharp rise in unemployment or a sharp fall in production.
18. **Upward trend**: This phrase can be used to describe a general increase in the data over time, such as an upward trend in sales or population.
19. **Downward trend**: This phrase can be used to describe a general decrease in the data over time, such as a downward trend in literacy rates or life expectancy.

20. **Steady trend**: This phrase can be used to describe a period of no significant change in the data over time, such as a steady trend in inflation or production.

Here are some examples of how you could use the general trend vocabulary in an IELTS Task 1 essay:

1. **Increase**: The number of visitors to the museum increased steadily over the period of ten years, reaching a peak of 1.2 million in 2020.
2. **Decrease**: The unemployment rate decreased gradually over the course of five years, falling from 7% in 2015 to 4% in 2020.
3. **Rise**: The average temperature in the city rose by 2 degrees Celsius over a period of thirty years, with the most significant increase occurring in the last decade.
4. **Fall**: The number of students enrolled in the university fell by 10% in the year 2020, following a steady increase in the previous five years.
5. **Grow**: The company's revenue grew rapidly over a period of five years, reaching $10 million in 2020.
6. **Decline**: The percentage of smokers in the country has declined steadily over the last decade, falling from 25% in 2010 to 15% in 2020.
7. **Fluctuate**: The price of gold has fluctuated over the last year, with significant ups and downs as a result of changes in the global economy.
8. **Plateau**: The sales of the company plateaued in the last quarter of the year, remaining at a steady level with no significant increase or decrease.
9. **Surge**: The demand for organic food products surged in the last year, with sales increasing by 30%.
10. **Plummet**: The stock market plummeted in the wake of the global pandemic, with values dropping by 50%.
11. **Dip**: The attendance at the concert dipped slightly due to bad weather, but remained at a steady level overall.

12. **Spike**: The crime rate spiked temporarily in the summer months, before returning to a lower level in the fall.
13. **Soar**: The price of real estate soared in the last decade, with values increasing by 100% or more in some areas.
14. **Stagnate**: The market for luxury goods has stagnated in the last year, with no significant increase or decrease in sales.
15. **Gradual**: The population of the city has been increasing gradually over the last decade, with growth of around 1% per year.
16. **Slight**: The price of gasoline decreased slightly in the last month, with prices dropping by less than 1%.
17. **Sharp**: The unemployment rate experienced a sharp increase during the global financial crisis, with the rate rising from 5% to 10% in a matter of months.
18. **Upward trend**: The number of international students studying in the country has experienced an upward trend in recent years, with a steady increase in enrolment each year.
19. **Downward trend**: The literacy rate in the country has experienced a downward trend over the last decade, with a gradual decrease in the percentage of the population that is literate.
20. **Steady trend**: The production of automobiles in the country has followed a steady trend over the last five years, with no significant increase or decrease in output.

Vocabulary to represent the highest and lowest points in graphs:

Here is a list of vocabulary with their definitions that you can use to express the highest and lowest points in graphs:

1. **Peak** - the highest point on a line or curve, indicating the maximum value reached. Example: The graph shows that the price of oil reached its peak in 2012.
2. **Crest** - the highest point on a wave or a line, indicating the peak or maximum value. Example: The graph shows that the number of sales reached a crest in May.

3. **Summit** - the highest point on a mountain or hill, indicating the highest value reached. Example: The graph shows that the summit of the stock market was reached in July.
4. **Top** - the highest point of something, indicating the maximum value reached. Example: The graph shows that the population of the city topped at 5 million people in 2015.
5. **Pinnacle** - the highest point of something, indicating the maximum value reached. Example: The graph shows that the number of tourists reached its pinnacle in August.
6. **Nadir** - the lowest point on a line or curve, indicating the minimum value reached. Example: The graph shows that the unemployment rate hit its nadir in 2007.
7. **Bottom** - the lowest point of something, indicating the minimum value reached. Example: The graph shows that the amount of rainfall hit bottom in December.
8. **Trough** - the lowest point on a wave or a line, indicating the minimum value reached. Example: The graph shows that the stock market hit a trough in January.
9. **Base** - the lowest point of something, indicating the minimum value reached. Example: The graph shows that the temperature remained at its base of 0 degrees Celsius in January.
10. **Floor** - the lowest point of something, indicating the minimum value reached. Example: The graph shows that the number of visitors hit the floor in January.

Vocabulary to show fluctuations/ups and downs/ rise and fall in Verb forms:

Here is a list of vocabulary with their definitions that you can use to express the fluctuations in graphs:

1. **Fluctuate** - to vary or change in an irregular way. Example: The price of oil has been fluctuating wildly over the past year.

2. **Oscillate** - to move back and forth between two points. Example: The stock market has been oscillating between gains and losses for the past week.
3. **Undulate** - to move in a wave-like motion. Example: The graph shows that the number of visitors undulated throughout the year.
4. **Rise** - to increase in value or amount. Example: The graph shows that the number of sales rose steadily over the course of the year.
5. **Increase** - to become greater in amount or value. Example: The graph shows that the temperature increased significantly over the past decade.
6. **Climb** - to move upward, usually indicating an increase in value or amount. Example: The graph shows that the population of the city climbed steadily over the past decade.
7. **Surge** - to move suddenly and forcefully upward, indicating a sudden increase in value or amount. Example: The graph shows that the demand for the product surged after the company released a new ad campaign.
8. **Skyrocket** - to increase dramatically in value or amount. Example: The graph shows that the price of Bitcoin skyrocketed in 2017.
9. **Dip** - to decrease in value or amount temporarily. Example: The graph shows that the number of visitors dipped in July.
10. **Decrease** - to become less in amount or value. Example: The graph shows that the amount of rainfall decreased significantly over the past year.
11. **Drop** - to decrease suddenly in value or amount. Example: The graph shows that the stock market dropped sharply in response to the economic crisis.
12. **Plunge** - to decrease suddenly and dramatically in value or amount. Example: The graph shows that the company's profits plunged after a major scandal.
13. **Decline** - to become less in value or amount over time. Example: The graph shows that the number of people using public transportation has been declining steadily over the past decade.
14. **Fall** - to decrease in value or amount, usually over a shorter period of time. Example: The graph shows that the number of sales fell sharply in the month of December.

Vocabulary to show "how many times..."

Exactly the same
Roughly the same
Practically the same
Twice
Once a year/week/month
Twice a year/week/month
Thrice
Four times
Five times
Hundred times
Ten times a year/week/month
Several times a year/week/month
Occasionally
Frequently
Rarely
Almost never

Vocabulary to show how much changed...

Halved
Equalled
Doubled
Trebled /tripled
Quadrupled (fourfold /four times)
Pentadrupled (fivefold /five times)
Hexadrupled (sixfold /six times)
Septupled (sevenfold /seven times)
Octupled (Eightfold/eight times)
Nonupled (Ninefold/ nine times)
Centupled (hundredfold/ hundred times)

Vocabulary to represent comparison in graphs:

Here is a list of vocabulary words and phrases that you can use to describe comparisons in a graph:

1. **Similar**: about, almost, nearly, roughly, approximately, around, just about, very nearly
2. **Just over**: just above, just over, just bigger, just beyond, just across
3. **Just short**: just below, just beneath, just short, just under, just a little
4. **Much more**: well above, well beyond, well across, well over, significantly higher, substantially more, considerably greater
5. **Much less**: well below, well under, well short, well beneath, significantly lower, substantially less, considerably smaller
6. **Slightly more**: a little bit higher, a tad more, marginally greater, slightly above
7. **Slightly less**: a little bit lower, a tad less, marginally smaller, slightly below
8. **Significantly**: markedly, noticeably, considerably, substantially, significantly, greatly
9. **Moderately**: reasonably, fairly, moderately, somewhat, quite
10. **Equal**: same, identical, even, equivalent, matching, balanced, level
11. **Gradual increase**: slowly rising, gradually climbing, steadily increasing, slowly growing, gradually expanding, gently increasing
12. **Sharp increase**: sudden rise, rapid climb, steep increase, dramatic jump, significant surge, sharp growth
13. **Gradual decrease**: slowly falling, gradually declining, steadily decreasing, slowly reducing, gradually contracting, gently decreasing
14. **Sharp decrease**: sudden fall, rapid decline, steep decrease, significant drop, dramatic fall, sharp reduction

Here are some examples of how to use the comparison vocabulary we listed above:

1. **Similar**: The revenue generated from the two products was roughly the same.
2. **Just over**: The sales figures for the company were just over 1 million dollars.
3. **Just short**: The temperature in the room was just below 70 degrees Fahrenheit.
4. **Much more**: The company's profits were well above those of its competitors.
5. **Much less**: The number of employees in the department was well below the company average.
6. **Slightly more**: The number of customers on Wednesday was slightly higher than on Tuesday.
7. **Slightly less**: The cost of goods sold in the current quarter was slightly lower than the previous quarter.
8. **Significantly**: The company's revenue increased significantly after the new product launch.
9. **Moderately**: The sales for the month increased moderately due to increased marketing efforts.
10. **Equal**: The number of male and female employees in the company is balanced.
11. **Gradual increase**: The number of website visitors grew steadily over the course of six months.
12. **Sharp increase**: The number of online orders saw a sharp increase during the holiday season.
13. **Gradual decrease**: The average time spent on the website gradually decreased over the year.
14. **Sharp decrease**: The company's profits saw a sharp decrease due to a decrease in demand for their product.

Vocabulary to show that something/a trend is similar or the same:

Here are some more vocabulary words and phrases to show that something/a trend is similar or the same/identical:

1. **Identical to**: The data from the two experiments were identical to each other.
2. **Identical with**: The results of the study were identical with previous findings in the field.
3. **Equal to**: The number of male and female employees in the company is equal to each other.
4. **Exactly the same**: The two graphs are exactly the same in terms of their shape and trend.
5. **The same as**: The revenue generated from the two products is the same as each other.
6. **Precisely the same**: The data from the two sensors was precisely the same.
7. **Absolutely the same**: The two sets of data were absolutely the same in terms of their values.
8. **Just the same as**: The sales figures for this quarter were just the same as the sales figures for the same quarter last year.
9. **Indistinguishable**: The two samples were indistinguishable from each other in terms of their composition.
10. **Unchanged**: The trend in sales has remained unchanged over the last few years.

Here are some alternative phrases that can be used to express similarity between two subjects that are not identical:

1. **Bear a striking resemblance to**: This phrase emphasizes a close similarity between two subjects.

Example: The new building bears a striking resemblance to the original design.

2. **Share many similarities with**: This phrase highlights several points of similarity between two subjects.

Example: The new product shares many similarities with the previous version.

3. **Closely related to**: This phrase suggests that two subjects are closely connected and share many similarities.

Example: The two languages are closely related to each other.

4. **In many respects**: This phrase is used to indicate that two subjects share similarities in several different ways.

Example: The two novels are different, but they are also similar in many respects.

5. **Resemble each other closely**: This phrase emphasizes the closeness of the similarity between two subjects.

Example: The two paintings resemble each other closely in terms of their composition.

6. **Have a lot in common**: This phrase suggests that two subjects share many similarities.

Example: The two companies have a lot in common in terms of their business practices.

7. **Be comparable to**: This phrase suggests that two subjects can be compared to each other based on certain similarities.

Example: The new car can be compared to the previous model based on their similar features.

Using these phrases can help to convey the degree and nature of similarity between two subjects that are not identical but share certain commonalities.

Here are some words and phrases that can be used to indicate comparison or contrast in a more impressive way:

8. **Marginally**: This refers to a very small difference or change.

Example: The new design of the product has marginally increased its appeal to customers.

9. **Substantially**: This refers to a significant difference or change.

Example: The company's profits have increased substantially since last year.

10. **Relatively**: This refers to a comparison of two things in relation to each other.

Example: The new model is relatively more expensive than the previous one.

11. **Comparatively**: This also refers to a comparison of two things in relation to each other, but it suggests a more detailed analysis.

Example: The new product is comparatively more efficient than the older version.

12. **In contrast**: This is used to show a difference or a contradiction between two things.

Example: The new design is more modern, in contrast to the old-fashioned style of the previous model.

13. **On the other hand**: This is also used to show a contrast between two things.

Example: The new product is more expensive, but on the other hand, it offers more features.

14. **In comparison**: This is used to compare two things, usually to emphasize the differences or similarities between them.

Example: In comparison to other products in the market, this one has better quality.

15. **By comparison**: This is used to emphasize a difference in magnitude or degree.

Example: The new project was completed in only six months, by comparison to the previous one which took two years.

Using these words and phrases can help to convey a more nuanced and precise comparison or contrast between two things.

Formal and Informal expressions and words:

In formal writing, it's important to avoid informal expressions and words. The International English Language Testing System (IELTS) is a formal test, and as such, requires the use of formal language.

To help you with this, we've provided below some common informal expressions alongside their formal equivalents. While it may be challenging to eliminate some of these informal words from your writing, we suggest making an effort to use formal expressions instead, as it can enhance your performance and improve your band score.

Informal	**Formal**
Go up	Increase
Go down	Decrease
Look at	Examine
Find out	Discover
Point out	Indicate
Need to	Required
Get	Obtain
Think about	Consider
Seem	Appear
Show	Demonstrate/Illustrated
Start	Commence

Keep	Retain
But	However
So	Therefore/Thus
Also	In addition/Additionally
In the meantime	In the interim
In the end	Finally
Anyway	Notwithstanding
Lots of/a lot of	Much, many
Kids	Children
Cheap	Inexpensive
Right	Correct
Get together	Assemble
Put off	Postpone
End up	Conclude
Think of	Ponder
Make up	Compose

Huge	Enormous
Tiny	Minuscule

Vocabulary to show transitions:

Incorporating smooth and accurate transitions in a paragraph is essential for effectively describing different types of data/trends. Here are some useful words and phrases that can help you achieve this:

Then	Next	After
Afterwards	Subsequently	Previous
Following that	Former	Prior to
Followed by	Latter	Simultaneously
During	In addition	Likewise
While	Additionally	In contrast
Finally	Besides	However
Moreover	On top of that	On the other hand
Furthermore	Similarly	Nonetheless

By using these words and phrases, you can effectively convey your message and connect your ideas, making your writing more coherent and easier to follow.

Expanding on the previous list, here are some additional vocabulary words and phrases to enhance your report writing:

Reached	Retained	Peaked
Attained	Consistent	Bottomed out
Surpassed	Varied	Marginally
Achieved	Fluctuated	Margin of error
Maintained	Hovered	Margin of difference

Degree of Speed Adjectives:

Abrupt	**Sudden**	**Marginal**
Rapid	Steady	Slow
Quick	Gradual	Gentle
Swift	Moderate	

Degree of Speed Adverbs:

Abruptly	Suddenly	Slowly
Rapidly	Steadily	Gently
Quickly	Gradually	Marginally
Swiftly	Moderately	

Degree of Trend Adjectives:

Substantial	Huge	Moderate
Considerable	Enormous	Slight
Significant	Steep	Minimum

Degree of Trend Adverbs:

Substantially	Hugely	Moderately
Considerably	Enormously	Slightly
Significantly	Steeply	Minimally

Vocabulary to describe a Map:

1. **Border**: a line separating two political or geographical areas, especially countries. Example: The border between the United States and Mexico is heavily guarded.
2. **Boundary**: a line marking the limits of an area. Example: The boundary of the national park is clearly marked with signs.
3. **Landmark**: a building, monument, or feature of a landscape that is easily recognizable and serves as a guide. Example: The Eiffel Tower is one of the most famous landmarks in Paris.
4. **Monument**: a statue, building, or other structure erected to commemorate a notable person or event. Example: The Lincoln Memorial is a famous monument in Washington D.C.

5. **Statue**: a sculpture representing a human or animal figure, usually life-size or larger. Example: The Statue of Liberty is a famous landmark in New York City.
6. **Park**: a large public garden or area of land used for recreation. Example: Central Park in New York City is a popular tourist attraction.
7. **Garden**: a piece of ground, often attached to a house, used for growing flowers or vegetables. Example: The gardens at the Palace of Versailles are renowned for their beauty.
8. **Forest**: a large area covered chiefly with trees and undergrowth. Example: The Amazon rainforest is the largest forest in the world.
9. **Lake**: a large body of water surrounded by land. Example: Lake Tahoe is a popular vacation spot in California.
10. **River**: a large natural stream of water flowing in a channel to the sea, a lake, or another such stream. Example: The Nile is the longest river in the world.
11. **Bridge**: a structure spanning and providing passage over a river, chasm, road, or the like. Example: The Golden Gate Bridge is an iconic landmark in San Francisco.
12. **Residential area**: an area where people live. Example: The suburbs are typically characterized as residential areas.
13. **Commercial area**: an area where businesses operate. Example: Times Square in New York City is a popular commercial area.
14. **Industrial area**: an area where factories and other industrial businesses are located. Example: The city of Detroit was once a thriving industrial area.
15. **Airport**: a place where airplanes take off and land, typically with facilities for passengers. Example: The John F. Kennedy International Airport in New York City is one of the busiest airports in the world.
16. **Train station**: a place where trains stop to load and unload passengers or goods. Example: Grand Central Terminal in New York City is a historic train station.
17. **Bus station**: a place where buses stop to load and unload passengers. Example: The Port Authority Bus Terminal in New York City is one of the largest bus stations in the country.

18. **Port**: a town or city with a harbor where ships can dock. Example: The Port of Rotterdam in the Netherlands is one of the busiest ports in the world.
19. **Main road**: a major route of transportation, often designated as a highway or interstate. Example: Route 66 is a famous main road in the United States.
20. **Side street**: a smaller road branching off from a main road. Example: Downing Street in London is a famous side street.
21. **Alley**: a narrow street or passage, often between buildings. Example: Diagon Alley in the Harry Potter series is a famous fictional alley.
22. **Pedestrian area**: an area designated for pedestrians only, typically in a city center. Example: The Las Ramblas in Barcelona is a popular pedestrian area.
23. **Bike lane**: a designated lane on a road for bicyclists. Example: Amsterdam is famous for its extensive network of bike lanes.
24. **Area**: a region or part of a town, country, or the world. Example: The San Francisco Bay Area is a well-known metropolitan area in California.
25. **Zone**: an area designated for a specific use or purpose, often

Vocabulary to describe a Process Diagram:

- ✓ **Introduction**: The diagram/ picture/ flow chart depicts/ illustrates/ describes the process of/ how....
- ✓ **Describing the Process:** A) First/ Firstly, Second/ Secondly, Third/ Thirdly, Fourth/ Fourthly... Next/ After that/ Then, Following that/ Followed by, Subsequently/ Subsequent to that, Finally/ Lastly... B) Where/ From where/ After which/ After that/ Afterward... C) When/ As soon as/ Immediately, Just after that... D) At the beginning, In the end, Just after the beginning, Just before the end...
- ✓ **To denote the end of a step**: A) After this step/ stage/ process... B) Once this stage/ step is completed...
- ✓ **To denote what a step involves**: A) The phase/ step/ stage involves... B) The process/ cycle includes...

- ✓ **To denote the repetition of a cycle/ process**: A) The cycle/ process then repeats itself. B) The cycle/ process is then repeated.

Vocabulary to describe Predictions:

Here are some vocabulary words and phrases to describe prediction:

1. **Anticipate**: to expect or predict something to happen in the future. Example: We anticipate that the new product launch will be a huge success.
2. **Project**: to estimate or predict something based on current data or trends. Example: Based on our projections, we expect sales to increase by 10% next quarter.
3. **Forecast**: a prediction or estimate of future events or conditions. Example: The weather forecast predicts that it will rain heavily tomorrow.
4. **Speculate**: to form a theory or guess about a future event without certain knowledge. Example: Some analysts speculate that the stock market will experience a significant downturn in the next few months.
5. **Envision**: to imagine or visualize a future scenario or outcome. Example: We envision that our new product will revolutionize the industry and become a market leader.
6. **Prognosticate**: to make a prediction or forecast based on available information. Example: The renowned economist was able to prognosticate the impending recession long before it occurred.
7. **Predict**: to make an educated guess or forecast based on current data or trends. Example: Experts predict that renewable energy will eventually replace fossil fuels as the world's primary energy source.
8. **Presage**: to indicate or foreshadow a future event or outcome. Example: The sudden drop in stock prices may presage an impending market crash.
9. **Foresee**: to have a sense or intuition of a future event or condition. Example: We can foresee significant growth in the e-commerce industry over the next few years.

10. **Prophecy**: a prediction or statement about a future event or condition, often believed to be divinely inspired. Example: Some religious texts contain prophecies about the end of the world.

Advanced Vocabulary for Task 1

Most individuals rely on common vocabulary to depict a diagram or write a report. These may include 'increase, decrease, fall, higher, fluctuate, climb, decline, quickly increase, and sharply decrease' - overused words frequently used by IELTS candidates. However, the excessive use of these terms can limit the impression of one's vocabulary range. In this section, we are going to introduce a selection of words and phrases that can help you to achieve a high band score in the Academic IELTS Task 1.

Here are some high band Task 1 vocabulary:

1. **Constitute**: can replace - "make up, comprise, form."
2. **Correlate**: can replace - "connect, relate."
3. **Proportional to**: can replace - "in direct proportion to, corresponding to."
4. **Discrepancy**: can replace - "difference, variation, inconsistency."
5. **Incline**: can replace - "tend, lean towards."
6. **Augment**: can replace - "increase, add to."
7. **Alleviate**: can replace - "reduce, ease, lessen."
8. **Unprecedented**: can replace - "never before seen or done, unparalleled."
9. **Escalate**: can replace - "rise, increase rapidly."
10. **Attain**: can replace - "achieve, reach."
11. **Mitigate**: can replace - "reduce, alleviate, lessen."
12. **Penultimate**: can replace - "second to last."
13. **Incline**: can replace - "slope, gradient, angle of inclination."

14. **Intermittent**: can replace - "sporadic, irregular, occasional."
15. **Disparity**: can replace - "inequality, difference."
16. **Prevail**: can replace - "dominate, be prevalent, be widespread."
17. **Ameliorate**: can replace - "improve, make better."
18. **Unilateral**: can replace - "one-sided, done by one person or group."
19. **Impede**: can replace - "hinder, obstruct, slow down."
20. **Abate**: can replace - "lessen, decrease, diminish."

Check some high band Task 1 Vocabulary:

1. **Illustration**: a visual representation or depiction of something; for example, a chart, diagram, or picture. Example: The illustration provided a clear depiction of the trends in the data.
2. **As the diagrams suggest**: indicates that the following statement is supported by the diagrams being referred to. Example: As the diagrams suggest, there was a significant increase in sales during the third quarter.
3. **Illustrate**: to provide examples or visual aids to help explain or demonstrate something. Example: The professor used charts and graphs to illustrate the key concepts in the lecture.
4. **Trifling**: of little importance or significance; insignificant. Example: The difference in scores between the two teams was trifling.
5. **Delineate**: to describe or explain something in detail. Example: The report delineated the various factors that contributed to the economic downturn.
6. **From this graph, it is quite evident that**: used to introduce a conclusion or summary based on the data provided in the graph. Example: From this graph, it is quite evident that the demand for renewable energy sources has been steadily increasing over the past decade.

7. **The most possible ground:** the most likely reason or explanation. Example: The most possible ground for the delay in the project was the shortage of skilled labour.

8. **Elaborate**: to provide more detail or information about something. Example: The author elaborated on the historical context of the novel in the introduction.

9. **Nadir**: the lowest point or level of something. Example: The stock market reached its nadir during the financial crisis of 2008.

10. **Apex/ Vertex:** the highest point or level of something. Example: The mountain climber finally reached the apex of the mountain after several hours of climbing.

11. **Soared**: to increase or rise rapidly and significantly. Example: The company's profits soared after the launch of the new product line.

12. **Skyrocketed**: to increase or rise very rapidly and significantly. Example: The price of the cryptocurrency skyrocketed in just a few days.

13. **Frantically**: in a hurried and panicked manner; very quickly. Example: The firefighters worked frantically to put out the blaze.

14. **Slumped**: to decrease or drop significantly. Example: The team's performance slumped after losing their star player to injury.

15. **Plummeted**: to decrease or drop rapidly and significantly. Example: The temperature plummeted overnight, causing a sudden drop in energy consumption.

16. **Surged**: to increase or rise quickly and significantly. Example: Sales of the product surged after the company introduced a new marketing campaign.

17. **Deteriorate**: to become worse or less effective over time. Example: The condition of the building continued to deteriorate due to a lack of maintenance.

18. **Dip**: a slight decrease or drop in something. Example: The stock market experienced a dip in value after the announcement of new tariffs.

19. **Dive**: a sudden and significant decrease or drop in something. Example: The company's stock price took a dive after a negative earnings report.

20. **Go into free-fall**: to experience a sudden and rapid decrease or drop in something. Example: The company's profits went into free-fall after a major product recall.

21. **Take a nosedive**: to decrease or drop suddenly and significantly, sometimes used in a figurative sense. Example: The company's reputation took a nosedive after a scandal involving one of its executives.

22. **Slide**: to decrease or drop gradually or steadily. Example: The company's profits slid over several quarters due to increased competition.

23. **Decade**: a period of ten years. Example: The company celebrated its 50th anniversary, marking five

24. **Plateau**: Reach a stable state after a period of activity or progress, level out. Example: The number of visitors to the museum plateaued at around 50,000 per year after the first year of opening.

25. **Slump**: A sudden or prolonged decrease or decline in quantity, quality, or value. Example: The real estate market experienced a slump in prices, leading to a drop in the number of houses sold.

26. **Steep**: To rise or fall sharply; having a slope or angle that is high. Example: The road up to the mountain peak was too steep for the car to climb.

27. **Substantial**: Large in amount or degree, significant. Example: The company made a substantial profit in the first quarter of the year.

28. **Dramatic**: Strikingly effective or impressive, sudden and striking. Example: The dramatic increase in online shopping during the pandemic led to the closure of many physical stores.

29. **Gradual**: Happening or developing slowly over a period of time. Example: The company's expansion into the international market was a gradual process, taking several years to complete.

30. **Decline**: A gradual or sudden decrease in the quality, quantity, or importance of something. Example: The decline in the company's profits led to a restructuring of the organization.

31. **Upward trend**: A sustained increase in the value or level of something over time. Example: The upward trend in the stock market continued for several months, leading to record-high prices.
32. **Respectively**: In the order given; referring to each of two or more people or things in the order mentioned. Example: The team consisted of three members from France, Germany, and Italy, respectively.
33. **Consecutively**: Following one after another without interruption. Example: The athlete won the gold medal consecutively in the last three Olympic Games.
34. **Apex**: The highest point or peak of something. Example: The apex of the mountain was shrouded in clouds.
35. **Acclivity**: An upward slope or incline. Example: The hiker struggled to climb the acclivity to the top of the hill.
36. **Declivity**: A downward slope or decline. Example: The road down the hill was steep, and the car had trouble navigating the declivity.
37. **Remained stable**: To stay the same, without changing. Example: The number of employees in the company remained stable for several years before increasing.
38. **Plummet**: To fall or drop suddenly and steeply. Example: The temperature plummeted to below freezing, causing the pipes to freeze.
39. **Prevalent**: Widely existing or occurring, common or dominant. Example: In many countries, obesity is a prevalent health issue.
40. **Stood at**: To be at a particular level or amount. Example: The unemployment rate stood at 5% in the last quarter of the year.
41. **Enumerate**: To name things one by one in a list. Example: The report enumerated the different factors contributing to the decline in sales.
42. **Radically**: Completely and fundamentally, in a way that affects the essence of something. Example: The company's new CEO radically changed the organizational structure and strategy.

Useful Phrases

The following is a comprehensive list of collocations and useful phrases that can be utilized in your IELTS Task 1 essay. It's not necessary to memorize all of them, choose a few that you feel confident in using.

Show a significant increase/decrease	Represent a major/significant shift
Experience a rapid rise/fall	Experience a marked improvement/decline
Display a steady growth/decline	Demonstrate a consistent trend
Present a sharp increase/decrease	Display a prominent pattern
Reflect a gradual growth/decline	Reflect a steady change
Reach a high/low point	Reach a climax/nadir
Remain constant/stable	Remain largely the same
Sustain a steady pace	Sustain a slight pace
Register a sharp increase/decrease	Register a slight increase/decrease
Represent a minor/major change	Represent a minor shift
Experience a slight/dramatic shift	Experience a modest improvement/decline
Demonstrate a clear trend	Demonstrate a moderate trend
Display a noticeable pattern	Display a moderate pattern
Present a distinctive feature	Present a moderate feature

Reflect a consistent change	Reflect a moderate change
Reach a peak/trough	Reach a high/low level
Remain largely unchanged	Remain relatively unchanged
Sustain a consistent pace	Sustain a gradual pace
Register a substantial increase/decrease	Register a gradual increase/decrease
Represent a major/significant shift	Represent a gradual shift
Experience a marked improvement/decline	To experience a surge
Demonstrate a consistent trend	To undergo a dip
Display a prominent pattern	To exhibit a spike
Present a noticeable feature	To show a decline
Reflect a marked change	To reflect a drop
Reach a maximum/minimum	To display an upward trend
Remain relatively stable	To demonstrate a downward trend
Sustain a moderate pace	In comparison to
Register a moderate increase/decrease	In contrast to
Represent a noticeable shift	As opposed to

Experience a gradual improvement/decline	In line with
Demonstrate a consistent growth/decline	With regards to
Display a steady pattern	Concerning
Present a distinct feature	Pertaining to

Remember, it's important to use these phrases accurately and in context, and to provide clear and concise information in your writing. The most important thing is to clearly and accurately convey the information presented in the graph or table.

Percentages, Proportions & Approximations

Here's a list of useful percentages, proportions, and approximation-related phrases that can be useful in IELTS Academic Task 1 Writing:

Percentages	
Approximately X%	Approximately one in X
Nearly X%	Nearly one in X
Just under X%	Just under one in X
Just over X%	Just over one in X
Around X%	Around one in X
Close to X%	About one in X

Proportions	Approximation
X out of Y	Roughly
A proportion of X out of Y	Approximately
A fraction of X out of Y	Nearly
X in every Y	Around
A share of X in Y	Close to

Marking Criteria – Grammar

When writing IELTS Task 1 essays, you must thoroughly describe the information presented in a chart, graph, table, map, or diagram, particularly focusing on changes in data. This involves explaining trends, identifying increases and decreases, and making comparisons.

Before delving into the topic, let's examine the official grammar criteria for Task 1 writing.

Band	Descriptors – Vocabulary
8	• sufficiently addresses all parts of the task • presents a well-developed response to the question with relevant, extended and supported ideas
7	• addresses all parts of the task • presents a clear position throughout the response

	• presents, extends, and supports main ideas, but there may be a tendency to overgeneralise and/or supporting ideas may lack focus
6	• addresses all parts of the task although some parts may be more fully covered than others • Presents a relevant position although the conclusions may become unclear or repetitive • Presents relevant main ideas but some may be inadequately developed/unclear

Verb Tenses

The tense to be used is dependent on whether the graphic includes dates. If the dates are included, check whether the dates are in the past or future.

Some helpful tips:

- If there is no date – use the present tense
- If the dates are in the past – use the past tense
- If the dates are in the future – use the future tense

You will need to use these tenses frequently:

- Present tense – present simple, present perfect or present perfect continuous
- Past tense – past simple
- Future tense – future simple or the future perfect tense

Remember, do not change tense frequently. Only use the tense that is 100% correct for expressing a specific piece of information.

Common Grammatical Errors

Many students struggle with these two sections:

- Prepositions
- Articles

Prepositions

Prepositions are used to connect nouns, pronouns, and phrases to other words in a sentence. They indicate the relationship between the noun or pronoun and the rest of the sentence. Here are some common prepositions used in IELTS Task 1 Report Writing:

- **Of**: This preposition is used to show a relationship of possession or origin. For example: "The graph shows the trend of energy consumption."
- **In**: This preposition is used to indicate a location within a larger place. For example: "The data was collected in the month of June."
- **On**: This preposition is used to indicate a location on a surface or a point in time. For example: "The highest point on the graph is in August."
- **To**: This preposition is used to indicate a direction, destination, or a goal. For example: "The trend of energy consumption increased from January to December."
- **From**: This preposition is used to indicate the starting point of a journey or the source of something. For example: "The data was collected from different sources."
- **By**: This preposition is used to indicate the agent of an action or the means of doing something. For example: "The data was analysed by experts."

- **With**: This preposition is used to indicate a relationship of association or accompaniment. For example: "The graph was presented with clear and concise data."
- **Between**: This preposition is used to indicate a relationship of position or distribution. For example: "The difference between the two data sets was significant."
- **Among**: This preposition is used to indicate a relationship of distribution among a group of things. For example: "The data showed that energy consumption was highest among the cities."

It's important to use prepositions correctly in IELTS Task 1 Report Writing as they help to clearly convey the relationships and connections between different parts of the information being described.

Articles

Here is a list of article rules and their explanations, with a focus on those that are particularly relevant for IELTS Task 1 Report Writing:

- Use "The" before specific nouns: The definite article "the" is used before a noun that is specific and already known to the reader. For example: "The graph shows the trend of energy consumption."
- Use "A/An" before singular countable nouns: The indefinite article "a/an" is used before singular countable nouns that are not specific. For example: "A line graph is used to represent the data."
- Use "A/An" before a singular countable noun that is being introduced for the first time: "A/An" is used before a singular countable noun that is being introduced for the first time in the text. For example: "A bar graph is a useful tool for representing data."
- Don't use articles before uncountable nouns: Uncountable nouns such as "energy" and "information" do not take articles in IELTS Task 1 Report Writing. For example: "The graph shows energy consumption."

- Don't use articles before plural nouns: Plural nouns such as "cities" and "months" do not take articles in IELTS Task 1 Report Writing. For example: "The data was collected in the cities."
- Use "The" before superlative adjectives: When using superlative adjectives such as "highest" or "lowest", the definite article "the" is used before the adjective. For example: "The highest point on the graph is in August."
- Use "The" before specific geographical names: The definite article "the" is used before specific geographical names such as "the United States". For example: "The data was collected in the United States."

It's important to be aware of these article rules when writing IELTS Task 1 Report Writing as articles play an important role in providing additional information about nouns and improving the clarity and coherence of the text. Remember, using articles correctly helps to avoid ambiguity and improves the overall quality of your writing.

To enhance your grammatical abilities, it is crucial to identify your areas of weakness and concentrate on these as you engage in regular practice and review your work during the exam.

The Seven Types of Task-1 Questions

Let's briefly examine the various types of questions in IELTS Academic Writing Task 1 and provide an example question for each. Many students face difficulty in handling charts, graphs and tables as they are unfamiliar with working with this type of data. However, you need not worry as we'll be guiding you through the process in a step-by-step manner.

Writing Task 1 and a sample question for each.

Broadly, there are 7 question types:

1. Pe Chart
2. Line Graph
3. Bar Chart

4. Map
5. Process Diagram
6. Multiple Graphs
7. Table

Let's get to know each of these looks like:

Pie Chart

A pie chart is a type of graph that represents data as a circular shape, divided into slices that represent different categories. Each slice represents the proportion of the data in a particular category, and its size is proportional to the data value it represents.

Pie charts are used to visualize data that can be broken down into categories, such as the percentage of population in different age groups, the sales of different products, or the distribution of expenses in a household budget.

In Task 1, you may be asked to describe the information presented in a pie chart, compare and contrast different categories, or identify trends or patterns in the data.

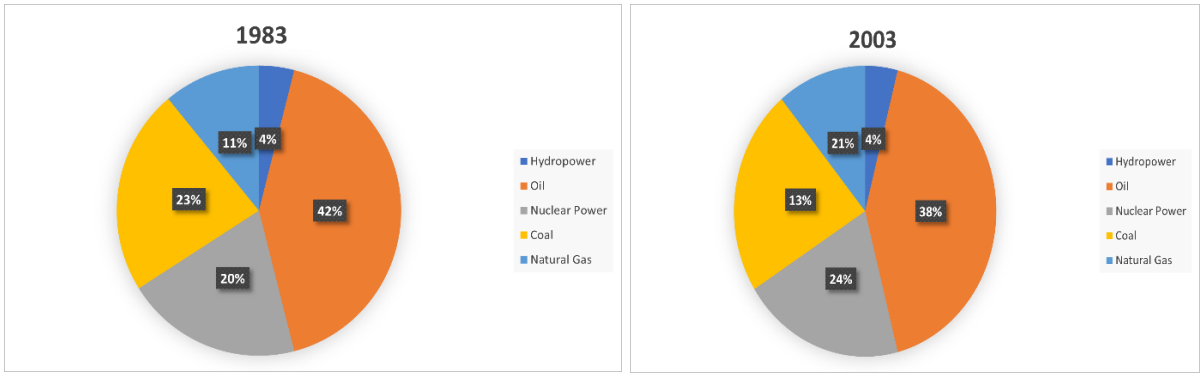
Example

You should spend about 20 minutes on this task.

The pie charts indicate changes in the proportions of energy produced in a country from 1983 to 2003.

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

Write at least 150 words.



Line Graph

A line graph is a type of graph that is used to represent data that changes over time. A line graph consists of points connected by a line, and it shows how the data changes along a continuous axis, usually the x-axis (representing time).

Line graphs are used to show changes in data over time, such as changes in temperature, population growth, or changes in sales over time. In Task 1, you may be asked to describe the information presented in a line graph, compare and contrast different lines, or identify trends or patterns in the data.

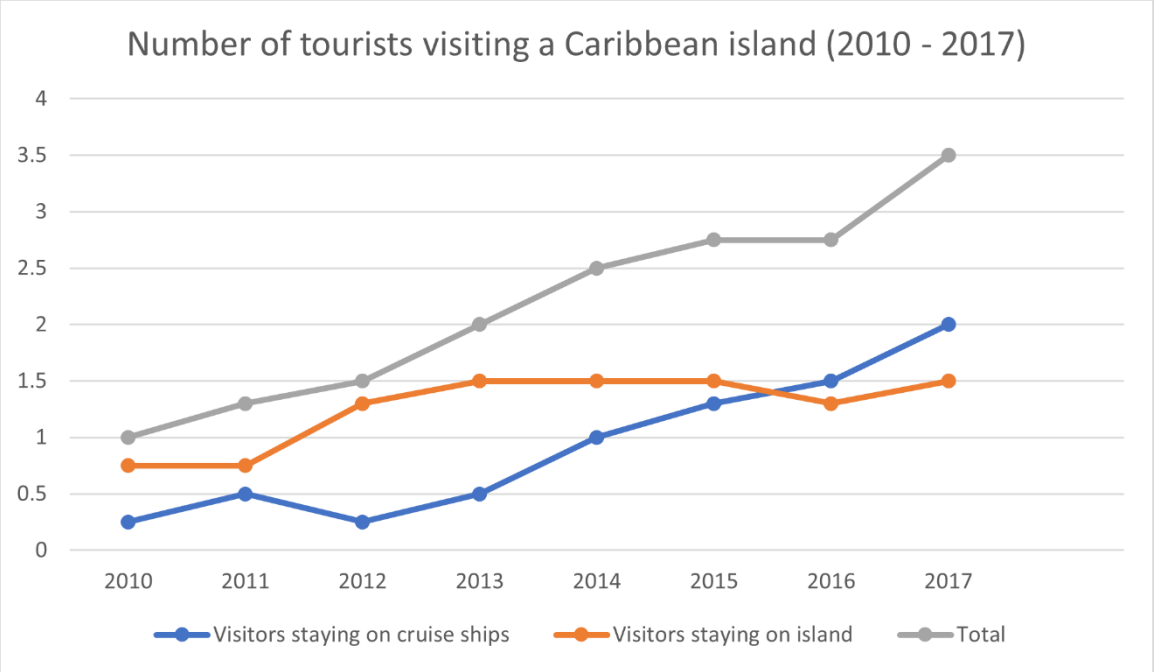
Example

You should spend about 20 minutes on this task.

The graph below shows the number of tourists visiting a particular Caribbean island between 2010 and 2017.

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

Write at least 150 words.



Bar Chart

A bar chart is a type of graph used to compare data between different categories. A bar chart consists of vertical or horizontal bars, each representing a category, and the height or length of each bar is proportional to the data value it represents.

Bar charts are used to visualize data that can be divided into categories, such as the number of students who study different subjects, the sales of different products, or the number of tourists visiting different countries. In Task 1, you may be asked to describe the information presented in a bar chart, compare and contrast different categories, or identify trends or patterns in the data.

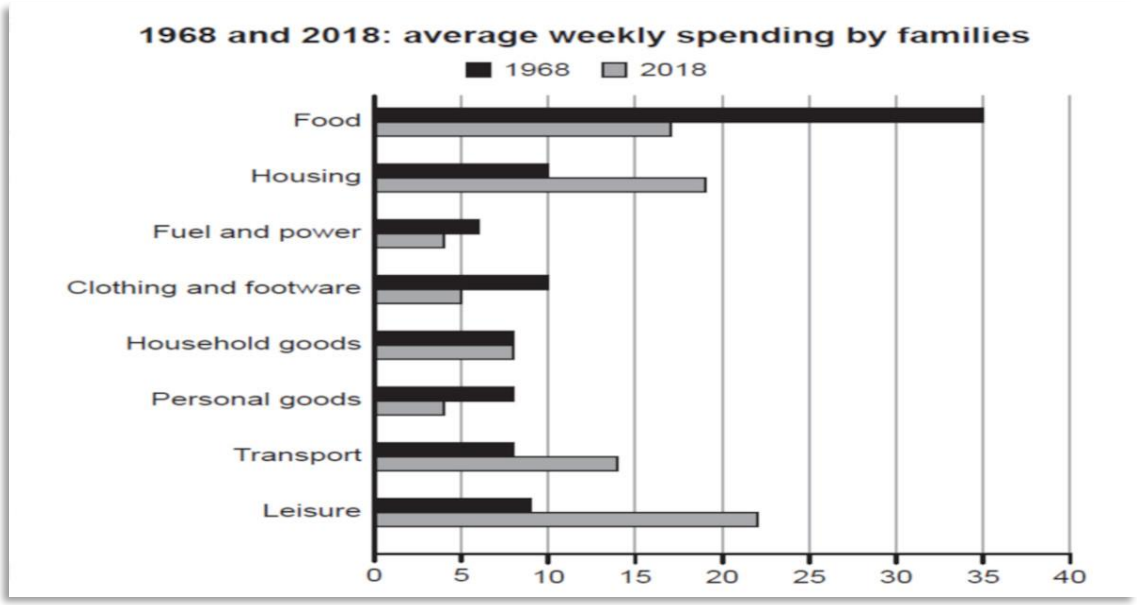
Example

You should spend about 20 minutes on this task.

The chart below gives information about how families in one country spent their weekly income in 1968 and in 2018.

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

Write at least 150 words.



Maps

In IELTS Academic Writing Task 1, a map is a visual representation of a geographic area, typically showing the physical features and cultural landmarks of the area. Maps can be used to show changes over time, such as the growth of a city, the expansion of a transportation network, or the development of a region.

In Task 1, you may be asked to describe a given map, compare and contrast different maps, or explain the changes that have taken place in a specific location over time.

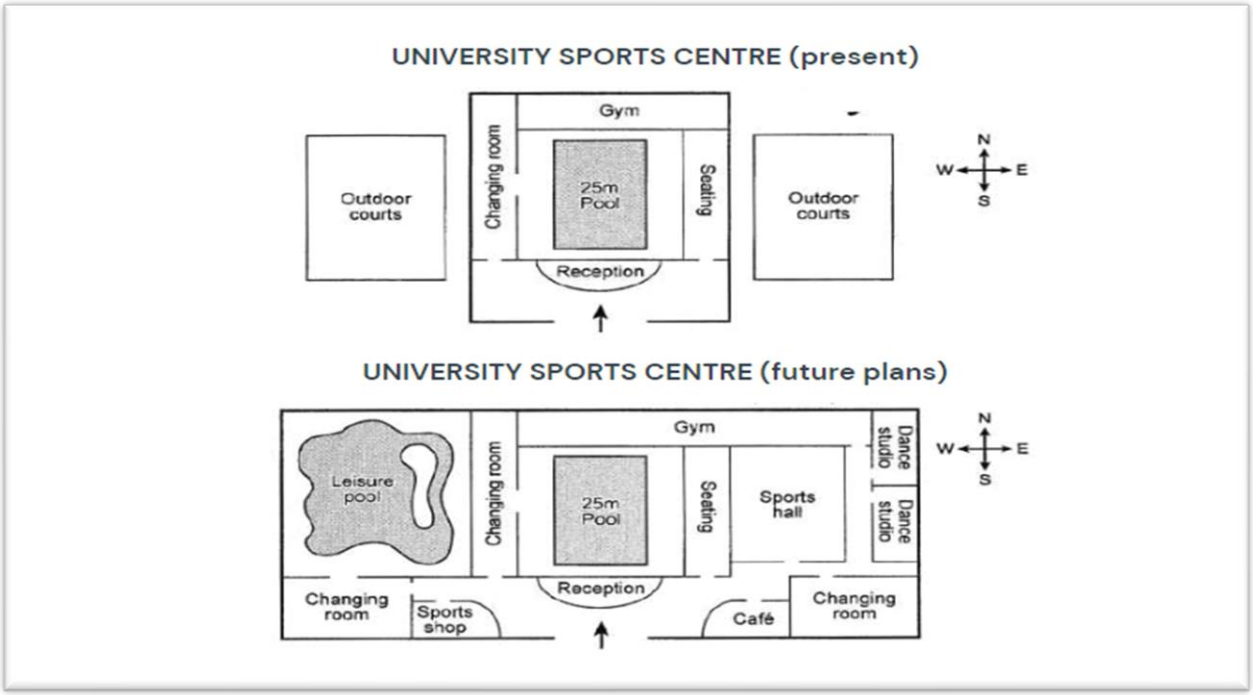
Additionally, you may also be asked to describe the geographical features, such as rivers, mountains, or roads, or the cultural features, such as buildings, landmarks, or tourist attractions, in a given area.

When writing about maps in Task 1, it is important to use appropriate vocabulary related to maps and geography, such as "locate," "position," "adjacent," "nearby," etc.

Example

The plans below show the layout of a university's sports centre now, and how it will look after redevelopment.

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



Process Diagram

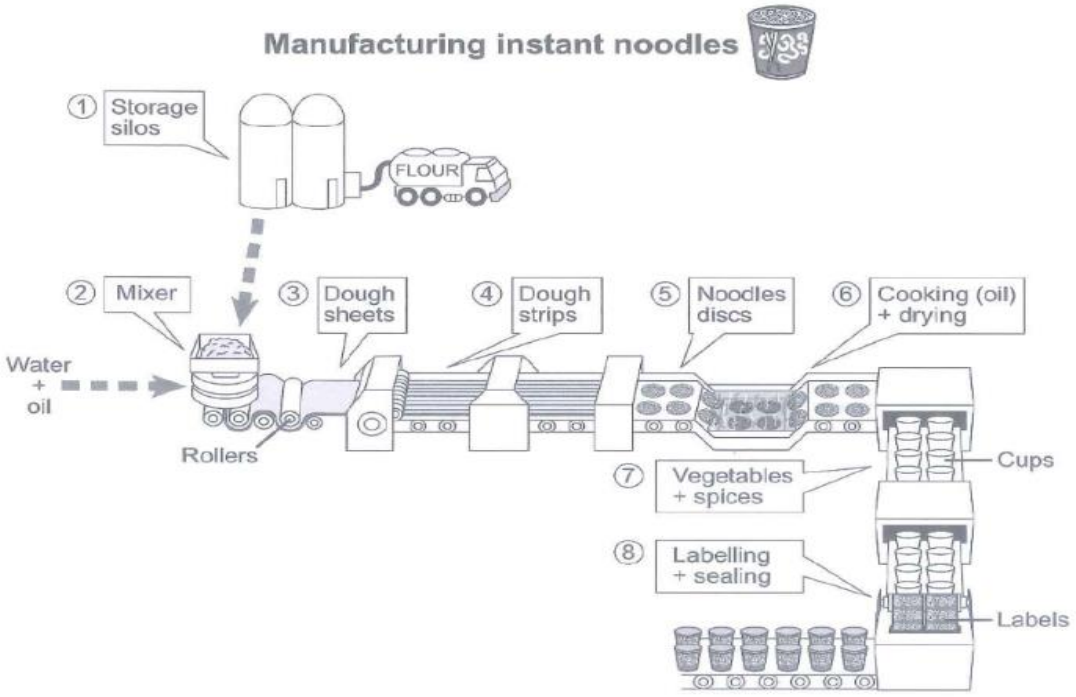
In IELTS Academic Writing Task 1, a process diagram is a type of illustration that shows the step-by-step progression of a process or system. A process diagram can be a flowchart, a diagram showing the stages in a manufacturing process, or a diagram showing the stages in a biological process.

The purpose of a process diagram is to show the sequence of events and how different elements are connected and interact in a process or system. In Task 1, you may be asked to describe the process or system shown in a process diagram, explain how it works, or identify the inputs and outputs of the process. Additionally, you may also be asked to describe the relationship between different elements in the process, explain any bottlenecks or areas of improvement, or compare and contrast different processes.

When writing about process diagrams, it is important to use appropriate vocabulary related to processes and systems, such as "sequence," "progression," "inputs," "outputs," "interact," etc. Please notice the example question below:

The diagram below shows how the instant noodles are manufactured.

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



Multiple Charts

In IELTS Academic Writing Task 1, it is possible to have multiple graphs presented together, such as a combination of bar charts, line graphs, or pie charts. In this case, you may be asked to compare and contrast the information presented in the different graphs, or to describe the relationships between the data in the different graphs.

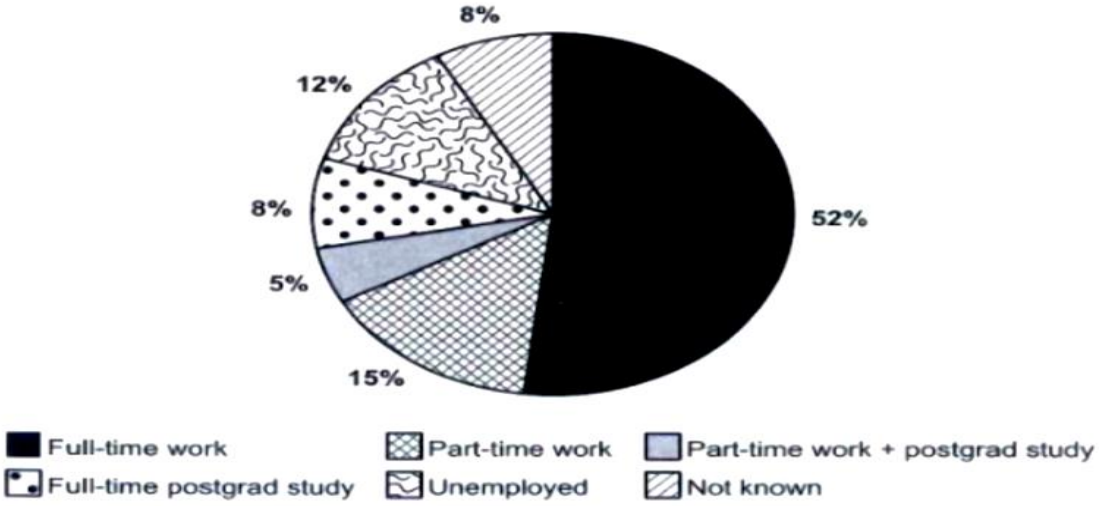
When writing about multiple graphs, it is important to consider the purpose and context of each graph and to organize your writing in a logical and clear manner. You should also use appropriate linking words and phrases to connect the information presented in each graph, such as "while," "in contrast," "similarly," "unlike," etc.

Additionally, you should make sure to accurately describe the data in each graph and to interpret the information in a meaningful way, considering the overall context and purpose of the task. Please notice the example below:

The chart below shows what Anthropology graduates from one university did after finishing their undergraduate degree course. The table shows the salaries of the anthropologists in work after five years.

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

Destination of Anthropology graduates (from one university)



Salaries of Antrhropology graduates (after 5 years' work)

Type of employment	$25,000–49,999	$50,000–74,999	$75,000–99,999	$100,000+
Freelance consultants	5%	15%	40%	40%
Government sector	5%	15%	30%	50%
Private companies	10%	35%	25%	30%

Table

In IELTS Academic Writing Task 1, a data table is a table that presents data in a structured format, with rows and columns. A data table can present data such as population statistics, sales figures, or production data.

In Task 1, you may be asked to describe the information presented in a data table, compare and contrast different pieces of data, or identify trends or patterns in the data. Additionally, you may also be asked to make comparisons, draw conclusions, or identify the largest or smallest values in the data presented in a data table.

When writing about data tables, it is important to accurately describe the data and to organize your writing in a clear and concise manner, using appropriate vocabulary related to data and statistics, such as "decreased," "increased," "remained constant," "highest," "lowest," etc.

Example

The tables below show sales of fairtrade coffee and bananas in five countries in Europe in 1999 and 2004.

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

Sales of Fairtrade-labelled coffee and bananas (1999 & 2004)

Coffee	1999 (millions of euros)	2004 (millions of euros)
UK	1.5	20
Switzerland	3	6
Denmark	1.8	2
Belgium	1	1.7
Sweden	0.8	1

Bananas	1999 (millions of euros)	2004 (millions of euros)
UK	15	47
Switzerland	1	5.5
Denmark	0.6	4
Belgium	1.8	1
Sweden	2	0.9

How To Understand & Analyse Task 1 Questions

We recommend this 6-step-strategy for writing a good response to an IELTS Academic Writing Task 1 question:

1. Analyse the question
2. Identify the main features
3. Paraphrase the question
4. Write an overview
5. Write the first body paragraph
6. Write the second body paragraph

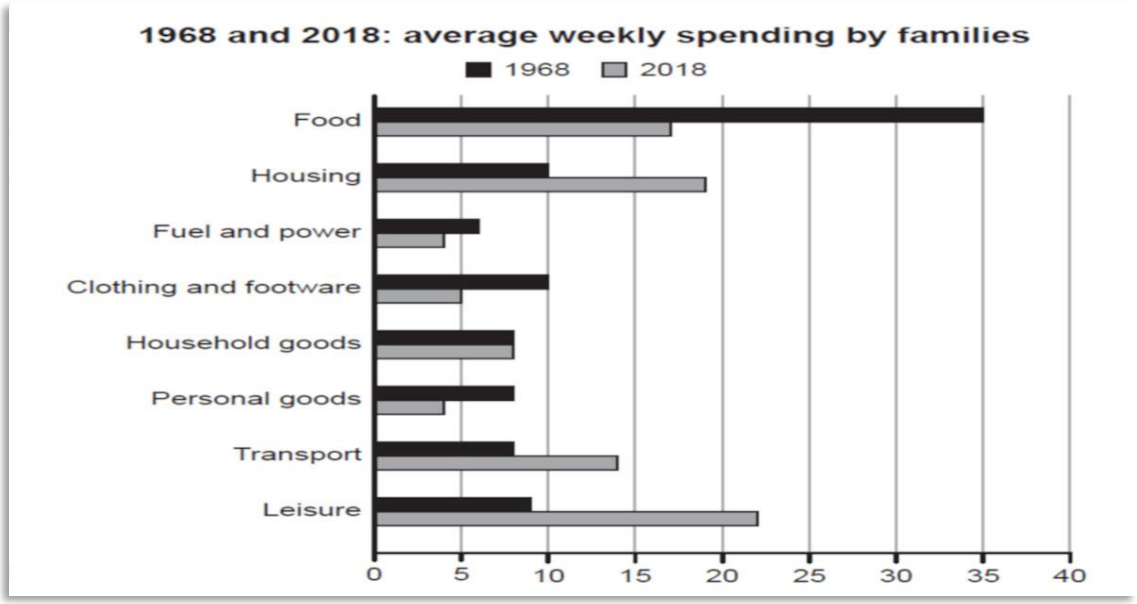
Many students often overlook the initial step of analysing the question, due to their urgency to complete the essay within the limited time frame. As a result, their essay does not fulfill the marking criteria and results in a low score. Even if the language skills are commendable, not addressing the question correctly can bring down the score to Band 6 or lower. Understanding and analysing Task 1 questions is simple once you know how, which will be taught in this lesson.

Understanding the format of every question is the first thing for successfully answering an IELTS Academic Writing Task 1 question. However, this is the easiest thing also, because all the task 1 question types follow the same format.

Here's a sample question. Remember, highlighted (yellow) words are always the same, regardless of the question types.

The chart below gives information about how families in one country spent their weekly income in 1968 and in 2018.

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



Remember, all the task 1 question types will have these three areas in common:

1. A brief description of the graphic (Usually in one sentence)
2. The instruction
3. The graphic – chart, graph, table, etc.

Notice the example question above, after the graph description sentence, the instruction given is "summarise the information by selecting and reporting the main features and make comparisons where relevant".

That means, you have to do 3 things:

1. Select the main features.
2. Write about the main features.
3. Compare the main features.

This is the same for every type of graphic in IELTS Task 1 section.

Remember, each Task 1 question will want you to summarise, select and report the '**main features**' of the graphic. That means, you do not need to write about everything.

Therefore, the more quickly you can identify the main features, the easier it is to answer.

Another important thing to note is that you are not required to give your opinion as you are required to do for many Task-2 essays. But in Task 1, you cannot do so. Doing it in a Task 1 response is a serious mistake which may cost you a lot of marks.

For a Task 1 answer, all you are required to do is just describe the main features which you can see on the given graphs/charts/tables/maps.

How to Identify the Major Features

Let's have a look at some checklists, it will help you to identify the main features of the different types of IELTS Academic Writing Task 1 questions.

When we dive deep into the details on individual question types, we will show you how to find the main features from the given graphic.

Here are the 7 question types:

4. Pie Chart
5. Line Graph
6. Bar Chart
7. Process Diagram
8. Maps
9. Multiple Graphs
10. Table Chart

Describing different kinds of graphs and charts is not a complicated task. The main difficulty for many students is simply a lack of exposure to them.

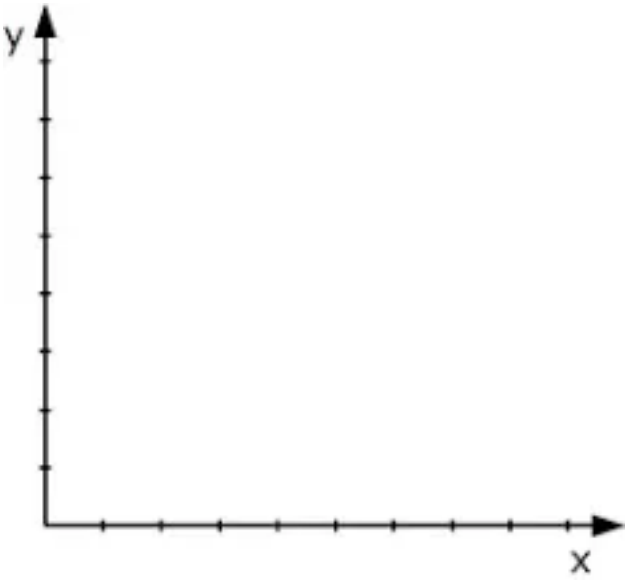
Also, it is important to keep in mind that IELTS is a test of English language proficiency, not mathematical skills. There are no complicated mathematical computations required.

The graphics serve as a method of presenting information through numbers and diagrams. Your task is to describe this information into written form, which is all that is required.

Bar Charts & Line Graphs

1. Understand the Title: Carefully read the title of the chart or graph as it provides crucial information about the topic and what it represents.

2. Examine the Axes:



A chart or graph typically has a vertical and a horizontal axis, commonly referred to as the 'x' and 'y' axes. Each axis provides different information. In the example, the x-axis displays the years in which the population of seals, whales, and dolphins was recorded, and the y-axis shows the corresponding population count.

3. Identify Units of Measurement: Units of measurement can vary and can include amounts, time, age, or percentages. In some cases, units may not be specified, but they can be inferred from the title or other information presented.

4. Compare Groups: IELTS Academic Writing Task 1 often requires comparisons between two or more groups of items, which can be anything.

5. Determine Time Periods: It is essential to identify if the data represents the past, present, or future, as this information will determine the appropriate tense to use.

6. Identify Trends: Look for noticeable increases or decreases in the data, which could be gradual or sharp changes.

7. Similarities: In addition to observing significant increases and decreases, also look for similarities or constancies over a period of time.

Tables

Many students fear tables more than any other type of graphic because they're just sets of numerical data without any visual representation. However, they are not as complicated as they may at first look.

The key to understanding them is to use the clues given in the title, the row and column headings and the units of measurement.

For example:

- The title of the table below talks about the Fairtrade-labelled coffee and bananas (1999 and 2004).
- Rows and columns – The rows show the selling proportions in different years for five countries - UK, Switzerland, Denmark, Belgium, and Sweden. On the other hand, the columns show the selling years – 1999 and 2004.
- The first table is about coffee, and the second table is about bananas.
- However, the unit of measurement is always the same – millions of euros.

Sales of Fairtrade-labelled coffee and bananas (1999 & 2004)

Coffee	1999 (millions of euros)	2004 (millions of euros)
UK	1.5	20
Switzerland	3	6
Denmark	1.8	2
Belgium	1	1.7
Sweden	0.8	1

Bananas	1999 (millions of euros)	2004 (millions of euros)
UK	15	47
Switzerland	1	5.5
Denmark	0.6	4
Belgium	1.8	1
Sweden	2	0.9

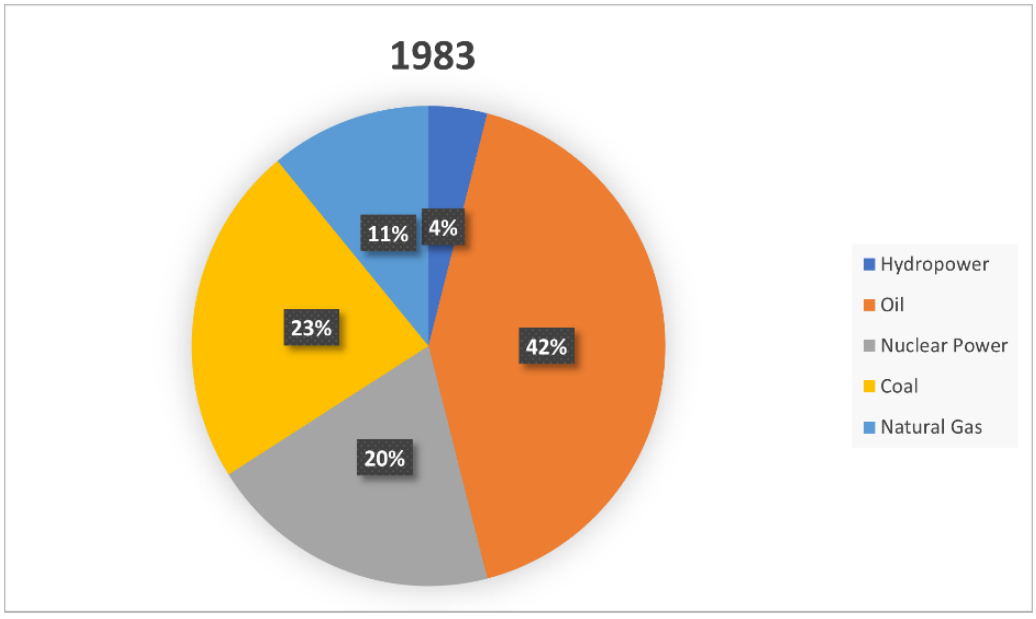
So, apart from x and y issues, the checklist for identifying major features in bar charts and line graphs are exactly the same as that of tables. Therefore, you can analyse the data and find the major features in the same way.

Pie Charts

Pies charts feature regularly in IELTS Academic Writing Task 1. They always show percentages or proportions.

In addition to the checklist given for bar charts and line graphs, pie chart requires you doing the following as well:

- Calculate the total: Make sure you have the total of the data represented in the pie chart.
- Identify the largest and smallest sectors: Determine which sectors are the largest and smallest in terms of their proportion of the total.
- Determine the proportions: Express each sector as a percentage of the total, rounding to the nearest whole number.
- Compare sectors: Compare the size of each sector to describe the distribution of the data.

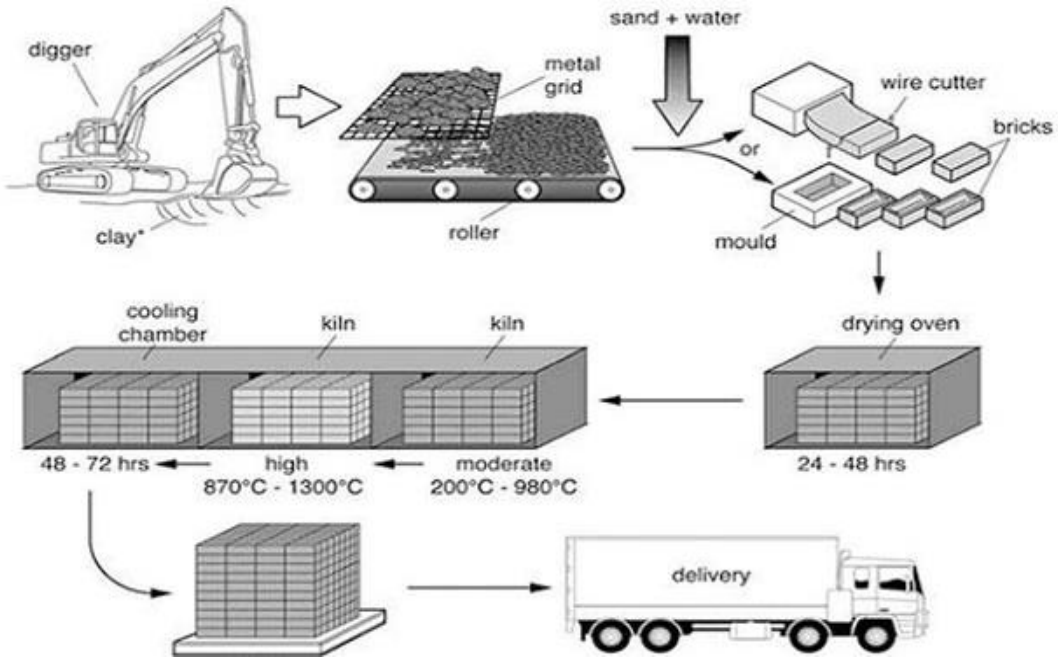


Process Diagrams

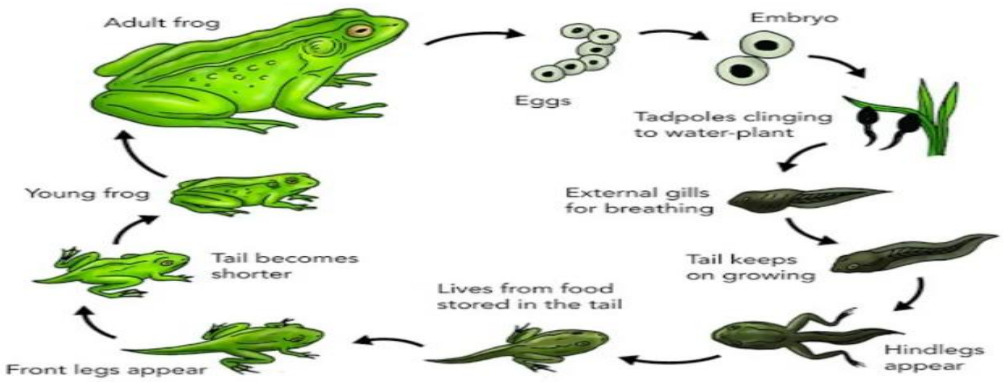
To understand and analyse process diagrams, consider the following questions:

1. **Is the process linear or cyclical?** A linear process has a start and end point that are distinct, often involving the creation of something, with raw materials entering at one end and the final product exiting at the other. A cyclical process repeats continuously, like the life cycle of a frog.

Lineal process



Cyclical process



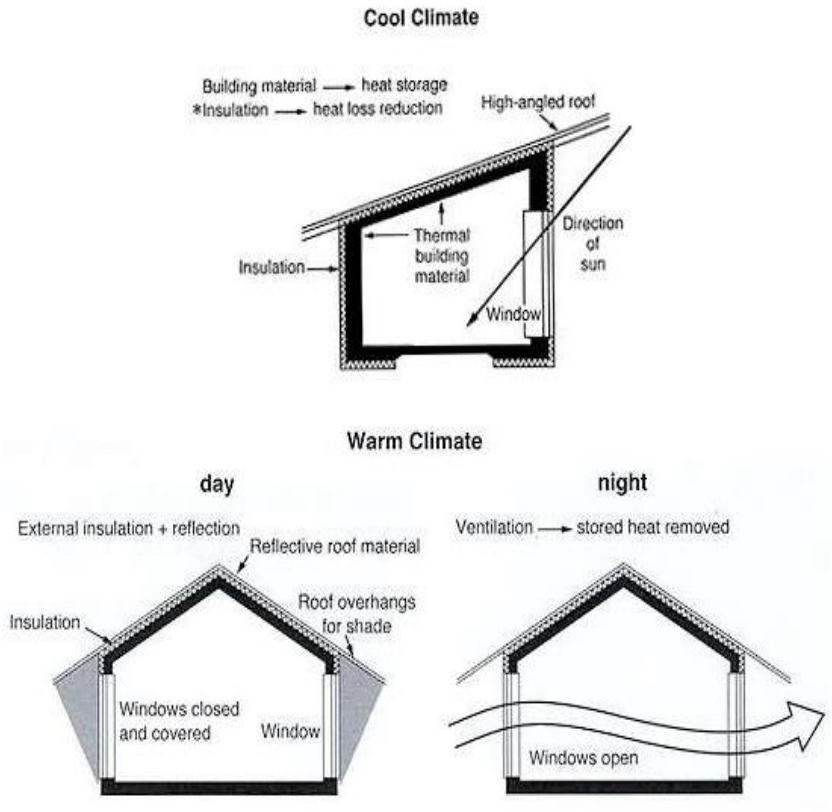
2. **What are the starting and ending points of the process?** For linear processes, this is usually clear. For cyclical processes, it may require closer examination of the graphic.

3. **How many steps are involved in the process?** If there are many steps, numbering them can be helpful.

4. **Can the process be divided into distinct stages?** For instance, the brick-making process has three stages: creating bricks from clay, manufacturing the finished product through drying and firing, and packaging and delivery. In the life cycle of a frog, there are also three stages: egg, juvenile, and adult.

5. **What are the raw materials and final product?** These questions are only relevant for manufacturing processes. For other types of processes, consider the following question instead:

6. **What is the outcome of the process?** For instance, the graphic below shows a different type of process, more of a system or design, where the end result is the built house.

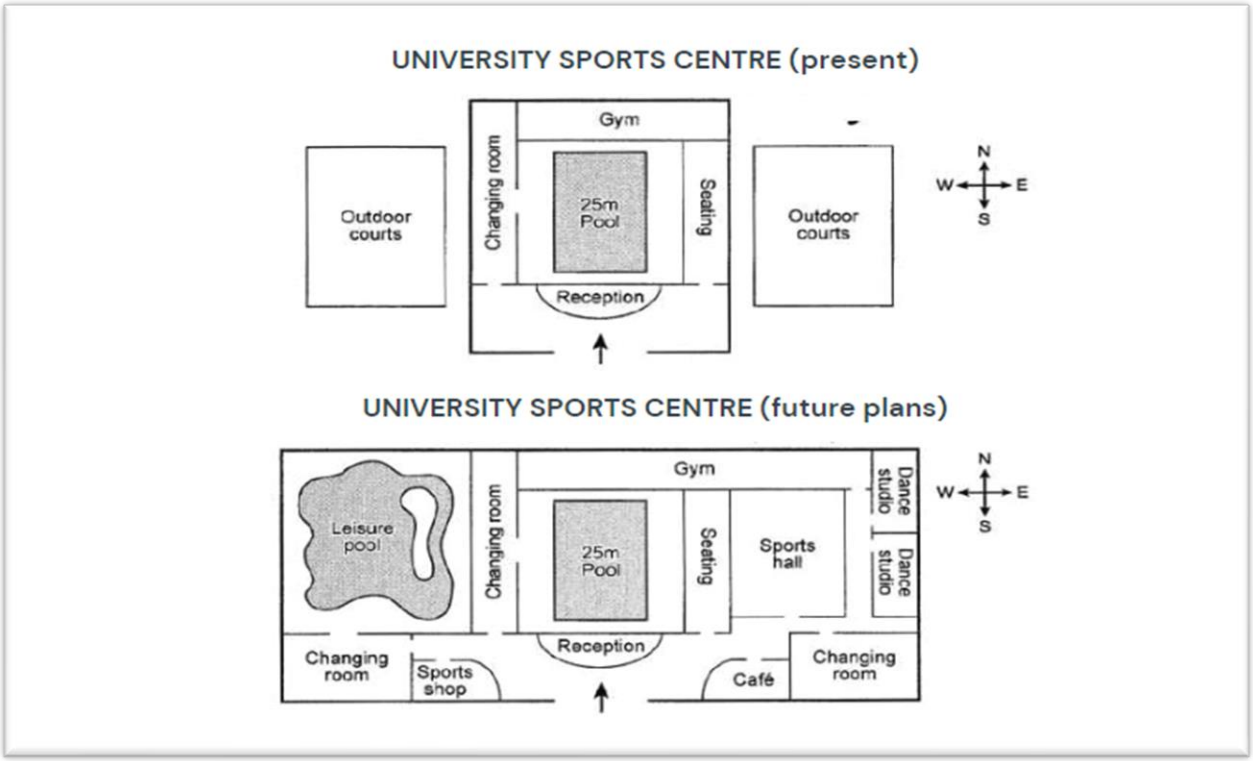


Maps

Sometimes you could be required to compare two or three maps of a location over a time frame. These maps could be from the past, present, or future (a map of a planned development).

Map questions are considered easy to answer due to the clear information they provide, with little need for interpretation or numbers. To better understand these questions, we have created a quick checklist of questions to ask.

- **What is the time frame depicted?** It is crucial to determine whether the data is from the past, present, or future, as this will dictate the use of past, present, or future tense in your writing. Example: The two maps below depict the points in the present and future.
- **What are the major differences between the maps?** Identify which features have vanished and what new features have taken their place.
- **What features remain unchanged over the time frame?** Although the maps may show significant development in the area, some features may still be the same.



We will show you step-by-step in detail on how to write each type of essay, including model answers. Before that, let's give you a proven effective writing structure.

IELTS Academic Task 1 Writing Structure

We suggest you write any Task 1 essay using this simple four-paragraph proven effective structure:

- First paragraph: Paraphrasing the question sentence
- Second paragraph: Overview paragraph
- Third paragraph: Body paragraph 1
- Fourth paragraph: Body paragraph 2

We are going to use this 4-paragraph essay structure for all the Academic IELTS Writing Task 1 questions. We recommend you too start practicing your IELTS essay writing with this simple structure. You will see the benefit for sure.

Paragraph 1 (Paraphrasing the Question)

- Paraphrase the question statement using just one or two sentences.

Paragraph 2 (Overview)

- Give one or two sentences to state two main features. Do not give any details. Leave the details to describe in the body paragraphs.

Paragraph 3 (First Body Paragraph)

- State the first main feature
- Describe the first main feature

Paragraph 4 (Second Body Paragraph)

- State the second main feature
- Describe the second main feature
- Describe some other noticeable features (if any)

At first, answering a pie chart question from a previous actual exam, we are going to show you how this 4-paragraph strategy works.

Afterwards, we will be using the same structure for all the other task 1 essay types.

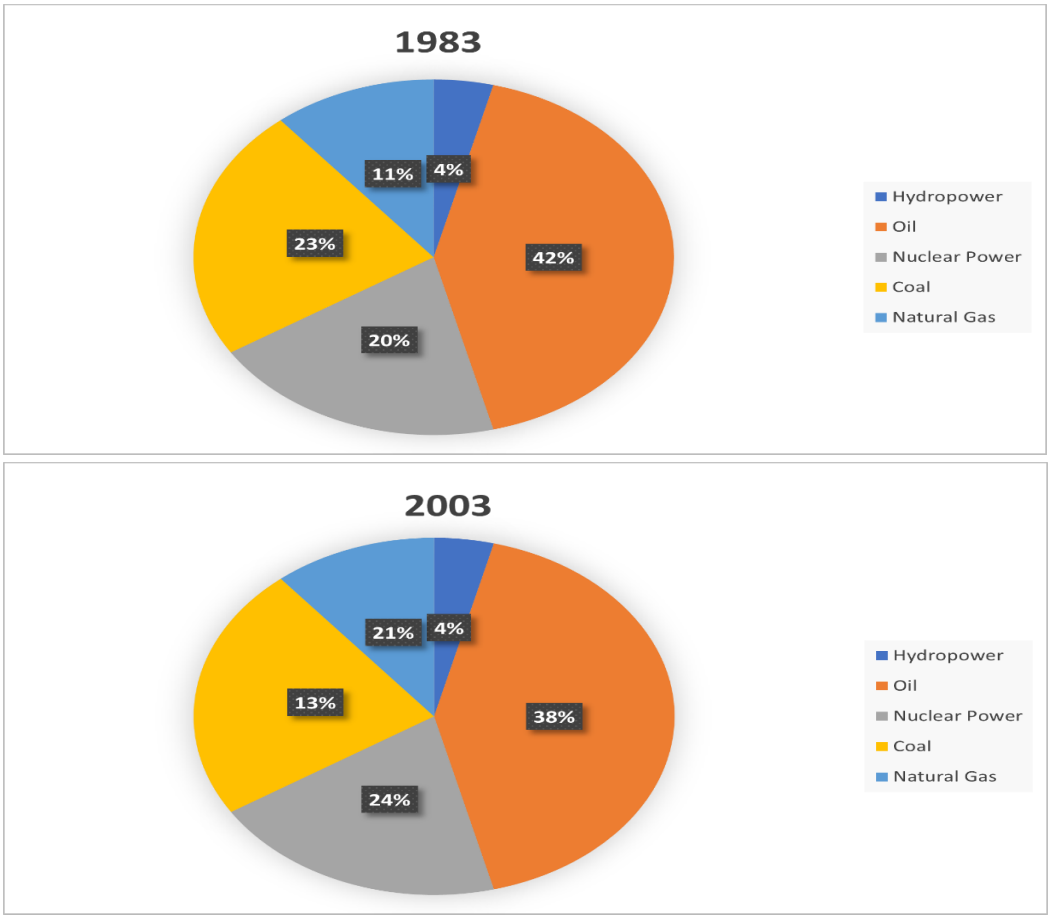
Let's dive in.

How to Answer A Pie Chart Question

Example Question

The pie charts indicate changes in the proportions of energy produced in a country from 1983 to 2003.

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



To demonstrate our proven effective strategy for a Task 1 report writing, we are going to walk you through a complete response to this pie chart question. We will generate the answer going across these 6 steps:

1. Analyse the question
2. Identify main features
3. Paraphrase the question
4. Write an overview paragraph
5. Write the first body paragraph
6. Write the second body paragraph

In fact, we will use this 6-step-strategy for all the question types. Remember this 6 Step Strategy. It's quite simple and straightforward. Start applying this method in your Task 1 practice. You will find the benefit for sure.

Analysing the Question

At first, you have to understand the question properly. You need to select the major features in the diagrams, and then decide what you are going to focus on. That's why question analysis is the most important part for an IELTS essay writing.

You need to find three major areas in the question sentence:

- Topic Words or Keywords
- Micro Keywords
- Action Words

If you analyse the pie chart question above, you will find the followings:

Topic words: energy production

Micro keywords: changes in the proportions, 1983, 2003

Action words: This is simply the instruction sentence, which is always same (Summarize the information by selecting and reporting the main features and make comparisons

where relevant.) for all the types of task 1 questions. It wants you to summarise the information, describe the main feature and compare between the significant features, if relevant. Therefore, summarising, describing and comparing are typically the action words for all the task 1 question types.

So, now you know that the diagram is about the changes in the proportion of energy production in 1983 and 2003. You are instructed to describe the significant changes and compare the relevant features.

If you can analyse a Task 1 diagram this way, it will not be difficult to write a high band report.

After completing the question analysis, you need to find the major features in the diagrams. Just 2 features are enough to discuss as you are required to write only around 150 – 200 words withing the limited time (about 20 minutes).

Identifying Main Features

To analyse a pie chart in IELTS Task 1, you can follow these steps:

1. **Understand the Title**: Carefully read the title of the chart or graph as it provides crucial information about the topic and what it represents.
2. **Identify Units of Measurement**: Units of measurement can vary and can include amounts, time, age, or percentages. In some cases, units may not be specified, but they can be inferred from the title or other information presented.
3. **Calculate the total**: Make sure you have the total of the data represented in the pie chart.
4. **Identify the largest and smallest sectors**: Determine which sectors are the largest and smallest in terms of their proportion of the total.
5. **Highlight key information**: Highlight any particularly important or interesting information shown in the chart, such as a large sector representing a significant portion of the total.
6. **Compare sectors**: Compare the size of each sector to describe the distribution of the data.

7. **Determine Time Periods**: It is essential to identify if the data represents the past, present, or future, as this information will determine the appropriate tense to use.
8. **Similarities**: In addition to observing significant increases and decreases, also look for similarities or constancies over a period of time.

So, coming across the checklist, these are the major features that we have identified in the pie charts:

1. Oil constituted the largest energy share in both periods
2. Natural gas and coal experienced the most significant change

With that done, we are ready to write the report. We will do it using our simple 4-paragraph structure.

Paragraph 1 (Paraphrasing the Question)

- Paraphrase the question statement using just one or two sentences.

Paragraph 2 (Overview)

- Give one or two sentences to state two main features. Do not give any details. Leave the details to describe in the body paragraphs.

Paragraph 3 (First Body Paragraph)

- State the first main feature
- Describe the first main feature

Paragraph 4 (Second Body Paragraph)

- State the second main feature
- Describe the second main feature
- Describe some other noticeable features (if any)

Let's develop the answer step by step applying this structure.

Paraphrasing the Question

This is the first paragraph of our IELTS Task 1 essay. This paragraph is all about paraphrasing the question statement. That means you will restate the question sentence in your language without changing the meaning of the original sentence.

This paragraph conveys an impression to the examiner how well you have understood the question.

Let's look at the actual question statement that we are using on this page:

"The pie charts indicate changes in the proportions of energy produced in a country from 1983 to 2003."

We can paraphrase this statement as this:

"The pie diagrams present data on the composition of energy production in a certain country in two distinct periods, 1983 and 2003."

That's it, quite simple. Our first paragraph is complete, and you have already used 15 out of 150 words. Let's move to the next part of the essay, the Overview Paragraph.

Overview Paragraph

An overview paragraph simply presents a summary of the main features that you are going to discuss in the body paragraphs. This is the second and the most important paragraph for IELTS Task 1 essay (The first paragraph was all about paraphrasing the question statement). Without writing an overview paragraph in Task 1, you cannot expect more than 5 band score in IELTS Writing section.

An overview paragraph contains only 1 or 2 sentences. It is all about stating the major features that we have identified in the second stage of our 6-step-strategy. The role of this paragraph is to convey an outline of the report. That means, by reading this paragraph, the examiner will get the idea about the features that you are going to describe in the body paragraphs.

Overview Paragraph

"Overall, oil constituted the largest proportion of energy produced in the nation in both years, while the proportional share of coal and natural gas experienced a significant change."

That's it. Pretty simple. We've just completed the Overview paragraph for a Task 1 Pie Chart question. Look, we didn't provide any explanation in this paragraph. We just stated the major features that are very obvious in the diagram. We will discuss the details in the body paragraphs.

You know, previously in the "Identifying Main Features" part, we identified these two major points:

1. Oil constituted the largest energy share in both periods
2. Natural gas and coal experienced the most significant change

We will simply describe the first point in the first body paragraph, and the second point in the second body paragraph. So, let's do this.

First Body Paragraph

In the Overview paragraph, we have provided a summary of the significant features that we found in the diagram. But we didn't describe anything there. We saved the description for the body paragraphs.

In this section, we are going to show how to write the body paragraphs for an IELTS Task 1 report.

We suggest you write two body paragraphs for an IELTS Task 1 essay. That means, pick just two or three major features from the graph, state them in the overview paragraph, explain and compare them in the body paragraphs. Very simple!

In the first body paragraph, you can,

- state the first main feature, and
- describe the first main feature

Remember the first major feature that we identified?

"Oil constituted the largest energy share in both periods" was the first main feature we located. We will describe it in the first body paragraph. Let's do it:

"In both years, 1983 and 2003, oil was the dominant energy source, making up about 40% of total production, followed by coal at 23% in 1983 and nuclear power at 24% in 2003. However, the drop of oil dominance and the rise in nuclear power are noticeable, as oil's contribution in energy sector reduced from 42% in 1983 to 38% in 2003, and the share of nuclear power rose from 20% in 1983 to 24% in 2003."

We have just added 77 more words to complete the first body paragraph. That means we have already finished 75% of our IELTS Task 1 essay! See how simple it is! We are just describing the major features that we can easily see in the diagrams.

We've written 22 for the first, 28 for the second and 77 words for the third paragraph. That means we have already written 127 words out of total 150 for an IELTS Task 1 essay question. Therefore, we need to write only 35 more words to meet the minimum requirement, and we have one more paragraph to write.

So, let's jump on to the final paragraph, which is the second Body Paragraph.

Second Body Paragraph

Body paragraph 2 is the final paragraph of our IELTS Task 1 essay. Once we have already completed describing the first main feature, a significant part of the diagram is already covered. That means, now we do not need to focus on the whole diagram, just looking at the leftover part is enough to write this paragraph. That's why this is the easiest paragraph in a task 1 essay.

Now, let's turn to the features that we identified to describe in the essay.

1. Oil constituted the largest energy share in both periods
2. Natural gas and coal experienced the most significant change

We have already described the first major feature in the first body paragraph. Now in the second paragraph, we are going to cover the second main feature. To do this, all we need to do is,

- stating the second main feature
- describing second main feature
- describing other notable features (if any)

Let's form the second body paragraph covering these areas:

"However, by 2003, the scenario had shifted dramatically for both coal and natural gas. The percentage of coal energy was 23 percent in 1983, which remarkably dropped to 13% in 2003, while the share of natural gas in the nation's energy contribution considerably increased from 11% in 1983 to 21% in 2003, depicting the nation's obvious move from coal towards natural gas for its energy composition. However, the contribution of Hydropower in the nation's energy generation remained the same (4%) in both periods."

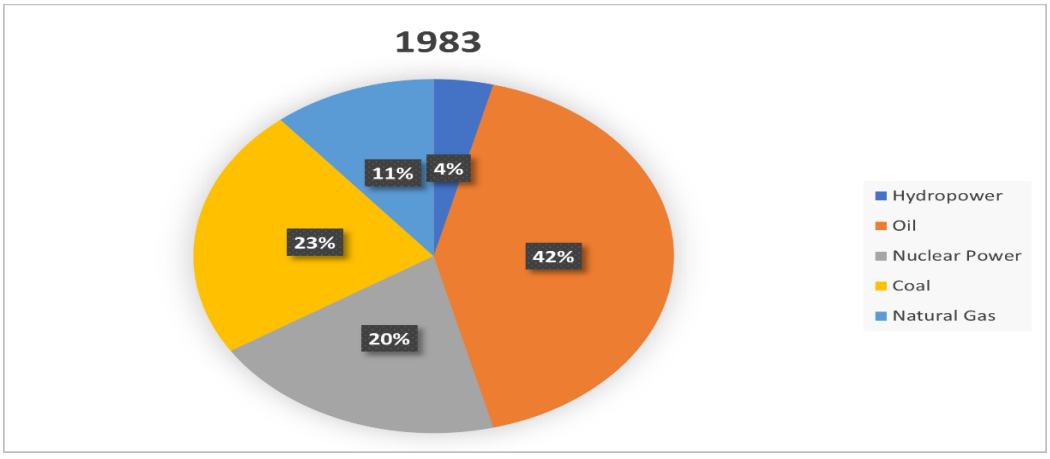
We've added 83 more words to the previous 127. With that done, we have just finished the final part of our 4-paragraph essay. That means we have completed an IELTS Task 1 essay with 210 words, which is absolutely okay, because sometimes you might want to write about 200 words for a better description.

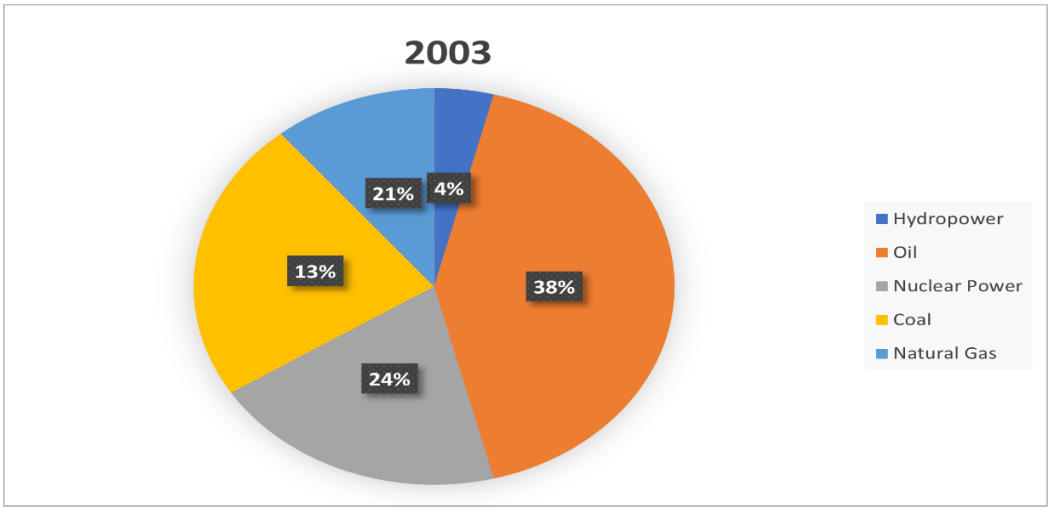
Now let's see how the complete response looks like:

Question

The pie charts indicate changes in the proportions of energy produced in a country from 1983 to 2003.

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





Finished Response

"The pie diagrams present data on the composition of energy production in a certain country in two distinct periods, 1983 and 2003.

Overall, oil constituted the largest proportion of energy produced in the nation in both years, while the proportional share of coal and natural gas experienced a significant change.

In both years, 1983 and 2003, oil was the dominant energy source, making up about 40% of total production, followed by coal at 23% in 1983 and nuclear power at 24% in 2003. However, the drop of oil dominance and the rise in nuclear power are noticeable, as oil's contribution in energy sector reduced from 42% in 1983 to 38% in 2003, and the share of nuclear power rose from 20% in 1983 to 24% in 2003.

However, by 2003, the scenario had shifted dramatically for both coal and natural gas. The percentage of coal energy was 23 percent in 1983, which remarkably dropped to 13% in 2003, while the share of natural gas in the nation's energy contribution considerably increased from 11% in 1983 to 21% in 2003, depicting the nation's obvious move from coal towards natural gas for its energy composition. However, the contribution of Hydropower in the nation's energy generation remained the same (4%) in both periods."

With that done, we have written a pie chart response applying the very effective six-step-strategy.

How to Answer A Line Graph Question

Line graph is a line that connects individual data points that show quantitative variations over time. This is a very common question type for IELTS Academic Writing Task 1.

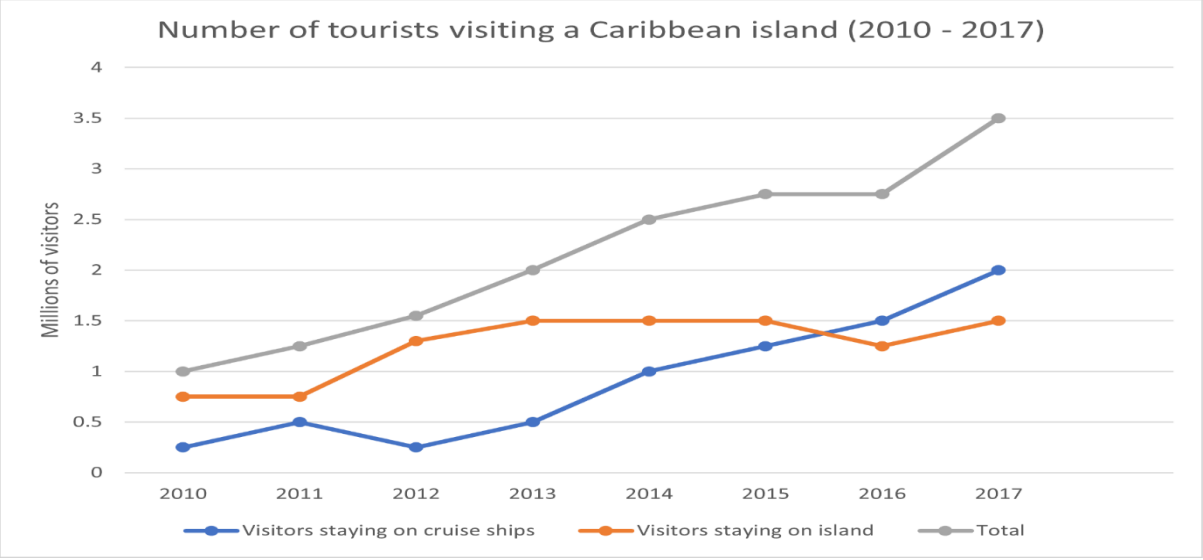
In this section, you will find a complete discussion on IELTS Task 1 Line Graph question. The discussion will proceed under the following 6 major steps:

1. Analyse the question
2. Identify the major features
3. Paraphrase the question sentence
4. Write an overview paragraph
5. Write the first body paragraph
6. Write the second body paragraph

Let's go through the example question below and see how we prepare the answer applying our 6-step-strategy. See the **example** question below:

The graph below shows the number of tourists visiting a particular Caribbean island between 2010 and 2017.

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



Analysing the Question

At first, you have to understand the question properly. You need to select the major features in the diagrams, and then decide what you are going to focus on. That's why question analysis is the most important part for an IELTS essay writing.

You need to find three major areas in the question sentence:

- Topic Words or Keywords
- Micro Keywords
- Action Words

If you analyse the pie chart question above, you will find the followings:

Topic words: Tourists

Micro keywords: Visiting Caribbean island, 2010, 2017

Action words: This is simply the instruction sentence, which is always same (Summarize the information by selecting and reporting the main features and make comparisons where relevant.) for all the types of task 1 questions. It wants you to summarise the information, describe the main feature and compare between the significant features, if relevant. Therefore, summarising, describing and comparing are typically the action words for all the task 1 question types.

So, now you know that the diagram is about tourists visiting Caribbean island in the years 2010 and 2017. You are instructed to describe the significant features and compare the relevant points.

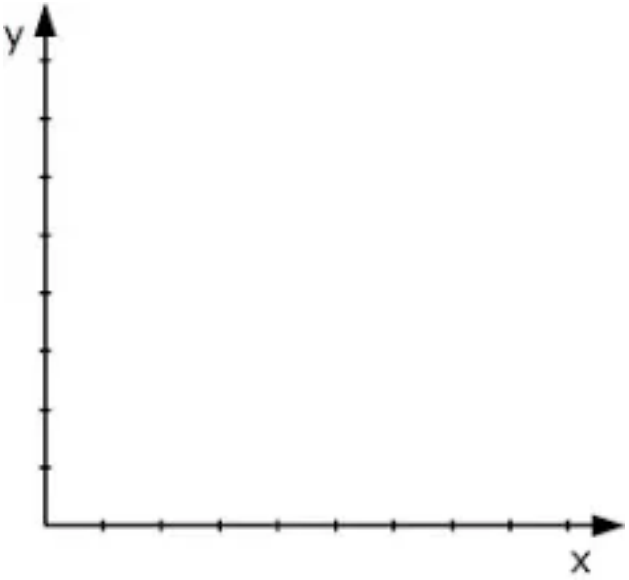
If you can analyse a Task 1 diagram this way, it should not be difficult to answer it properly.

After completing the question analysis, you need to find the major features in the diagrams. Just 2 or 3 main features are enough to discuss as you are required to write only around 160 – 200 words within the limited time (about 20 minutes).

Identifying the Main Features

To analyse a line graph in IELTS Task 1, you can follow these steps:

1. Understand the Title: Carefully read the title of the chart or graph as it provides crucial information about the topic and what it represents.
2. Examine the Axes:



A chart or graph typically has a vertical and a horizontal axis, commonly referred to as the 'x' and 'y' axes. Each axis provides different information. In the example, the x-axis displays the years in which the population of seals, whales, and dolphins was recorded, and the y-axis shows the corresponding population count.

3. Identify Units of Measurement: Units of measurement can vary and can include amounts, time, age, or percentages. In some cases, units may not be specified, but they can be inferred from the title or other information presented.
4. Highlight significant changes: Identify any sudden spikes or dips in the data.
5. Recognize patterns: Look for any repetitive patterns such as seasonal fluctuations.
6. Identify extremes: Look for any maximum or minimum values that stand out.
7. Compare lines: If there are multiple lines in the graph, compare them to see if there are any similarities or differences between them.

8. Determine Time Periods: It is essential to identify if the data represents the past, present, or future, as this information will determine the appropriate tense to use.
9. Identify Trends: Look for noticeable increases or decreases in the data, which could be gradual or sharp changes.
10. Similarities: In addition to observing significant increases and decreases, also look for similarities or constancies over a period of time.

Coming across these steps, the main features we have identified:

1. In general, the total number of visitors continuously increased at a stable rate.
2. Visitor counts on cruise ships had a significant rise
3. Volume of tourists staying on island had an upward trend after a falling period

With that done, we are ready to write the report. We will do it using our simple 4-paragraph structure as below:

Paragraph 1 (Paraphrasing the Question)

Paraphrase the question statement using just one or two sentences.

Paragraph 2 (Overview)

Give one or two sentences to state two main features. Do not give any details. Leave the details to describe in the body paragraphs.

Paragraph 3 (First Body Paragraph)

State the first main feature

Describe the first main feature

Paragraph 4 (Second Body Paragraph)

State the second main feature

Describe the second main feature

Describe the third major feature (if any)

Let's develop the answer step by step applying this 4-paragraph essay structure.

Paraphrasing the Question

This is the first paragraph of our IELTS Task 1 essay. This paragraph is all about paraphrasing the question statement. That means you will restate the question sentence in your language without changing the meaning of the original sentence.

This paragraph conveys an impression to the examiner how well you have understood the question.

Let's look at the actual question statement that we are using:

"The graph below shows the number of tourists visiting a particular Caribbean island between 2010 and 2017."

We can paraphrase this statement as below:

"The line graph depicts the number of visitors that travelled to a certain Caribbean island during the seven-year span, from 2010 to 2017. While some people remained on the island, others were on cruise ships."

That's it, quite simple. Our first paragraph is complete, and you have already written 35 out of 150 words. Let's move to the next part of the essay, the Overview Paragraph.

Overview Paragraph

An overview paragraph simply presents a summary of the main features that you are going to discuss in the body paragraphs. This is the second and the most important paragraph for IELTS Task 1 essay (The first paragraph was all about paraphrasing the question statement). Without writing an overview paragraph in Task 1, you cannot expect more than 5 band score in IELTS Writing section.

An overview paragraph contains only 1 or 2 sentences. It is all about stating the major features that we have identified in the second stage of our 6-step-strategy. The role of this paragraph is to convey an outline of the report. That means, by reading this paragraph, the examiner will get the idea about the features that you are going to describe in the body paragraphs.

You know, we have identified these three main features in the graph.

1. In general, the total number of visitors continuously increased at a stable rate.
2. Visitor counts on cruise ships had a significant rise
3. Volume of tourists staying on island had an upward trend after a falling period

We will simply state these features using only one or two sentences. It will be our overview paragraph.

Let's form the paragraph:

"The overall number of visitors to the Caribbean island kept increasing at a stable rate throughout the time under consideration. By the end of 2017, the number of visitors staying aboard cruise ships quadrupled, whilst the volume of tourists on the island had increased by three times."

Quite simple. Previously we wrote 35 words for the first paragraph (paraphrasing the question sentence). Just now, we have added 47 more words to write the 2nd paragraph (Overview paragraph). That means we've completed the 1st two of our 4 paragraph IELTS Task 1 essay. Therefore, we're already halfway through. It's time to move to the Body Paragraph 1 and Body Paragraph 2, respectively.

First Body Paragraph

In the Overview paragraph, we have provided a summary of the significant features that we found in the diagram. But we didn't describe anything there. We saved the description for the body paragraphs.

In this section, we are going to show how to write the body paragraphs for an IELTS Task 1 report.

We suggest you write two body paragraphs for an IELTS Task 1 essay. That means, pick just two or three major features from the graph, state them in the overview paragraph, explain and compare them in the body paragraphs. Very simple!

In the first body paragraph, you can,

- state the first main feature, and
- describe the first main feature

Do you remember the first major feature that we identified? "In general, the total number of visitors continuously increased at a stable rate" was the first main feature we found. We will describe it in the first body paragraph. Let's do it:

"Looking into the data, the number of total arrivals followed mostly an upward trend over the whole period. It started from 1 million tourists in 2010, which steadily grew to roughly 2.7 million in 2015. It began to rise substantially again after hitting a plateau for a year, and eventually reached a total of 3.5 million arrivals in 2017."

We have just added 59 more words to complete the first body paragraph. That means we have already finished 75% of our IELTS Task 1 essay! See how simple it is! We are just describing the major features that we can easily see in the diagrams.

We've written 35 for the first, 47 for the second and 59 words for the third paragraph. That means we have already written 141 words out of total 150 for an IELTS Task 1 essay question. Therefore, we need to write only 9 more words to meet the minimum requirement, and we have one more paragraph to write. Awesome! We are on fire!!!

So, let's jump on to the final paragraph, which is the second Body Paragraph.

Second Body Paragraph

Body paragraph 2 is the final paragraph of our IELTS Task 1 essay. Once we have already completed describing the first main feature, a significant part of the diagram is already covered. That means, now we do not need to focus on the whole diagram, just looking at the leftover part is enough to write this paragraph. That's why this is the easiest paragraph in a task 1 essay.

Now, let's turn to the features that we identified to describe in the essay:

1. In general, the total number of visitors continuously increased at a stable rate
2. Visitor counts on cruise ships had a significant rise
3. Volume of tourists staying on island had an upward trend after a falling period

We have already described the first major feature in the first body paragraph. Now in this paragraph, we are going to cover the second and third major points that we identified in the graph. To do this, all we need to do is,

- stating the second main feature
- describing second main feature
- describing other notable features (if any) [we have third feature]

Let's form the second body paragraph covering these areas:

"The volume of tourists welcomed aboard cruise ships was at 0.2 million in 2010, fluctuating over the next two years until rising sharply to 2 million in 2017. However, there were only about 0.8 million tourists who chose to spend their holiday on the island in 2010, and that number only increased to 1.5 million over the next three years. Instead of experiencing a slight fall in 2016, this value remained stable till the end of the considered period."

We've added 79 more words to the previous 141, and just finished the final part of our 4-paragraph essay. That means, we have completed an IELTS Task 1 essay with 220 words, which convincingly fulfils the minimum word requirement (at least 150 words).

Great job!

Now let's see how the complete response looks like:

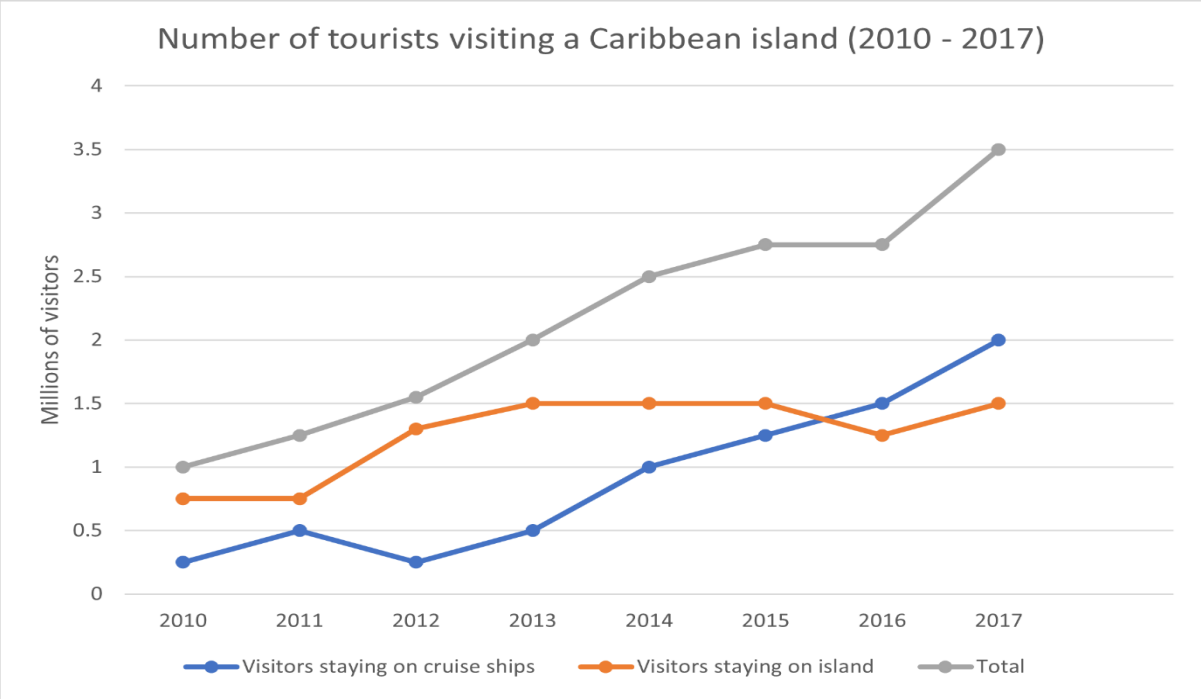
Question

You should spend about 20 minutes on this task.

The graph below shows the number of tourists visiting a particular Caribbean island between 2010 and 2017.

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

Write at least 150 words.



Finished Response

"The line graph depicts the number of visitors that travelled to a certain Caribbean island during the seven-year span, from 2010 to 2017. While some people remained on the island, others were on cruise ships.

The overall number of visitors to the Caribbean island kept increasing at a stable rate throughout the time under consideration. By the end of 2017, the number of visitors staying aboard cruise ships quadrupled, whilst the volume of tourists on the island had increased by three times.

Looking into the data, the number of total arrivals followed mostly an upward trend over the whole period. It started from 1 million tourists in 2010, which steadily grew to roughly 2.7 million in 2015. It began to rise substantially again after hitting a plateau for a year, and eventually reached a total of 3.5 million arrivals in 2017.

The volume of tourists welcomed aboard cruise ships was at 0.2 million in 2010, fluctuating over the next two years until rising sharply to 2 million in 2017. However, there were only about 0.8 million tourists who chose to spend their holiday on the island

in 2010, and that number only increased to 1.5 million over the next three years. Instead of experiencing a slight fall in 2016, this value remained stable till the end of the considered period."

With that done, we have written a line graph response applying our proven effective 6-step-strategy.

How to Answer A Bar Chart Question

A bar chart is a type of graph used to compare data between different categories. A bar chart consists of vertical or horizontal bars, each representing a category, and the height or length of each bar is proportional to the data value it represents.

In other words, bar charts are used to visualize data that can be divided into categories, such as the number of students who study different subjects, the sales of different products, or the number of tourists visiting different countries. In Task 1, you may be asked to describe the information presented in a bar chart, compare and contrast different categories, or identify trends or patterns in the data.

In this section, you will find a complete discussion on IELTS Task 1 Bar Chart question. The discussion will proceed under the following 6 major steps:

1. Analyse the question
2. Identify the major features
3. Paraphrase the question sentence
4. Write an overview paragraph
5. Write the first body paragraph
6. Write the second body paragraph

Let's go through the example question below, and see how we prepare the answer applying our 6-step-strategy.

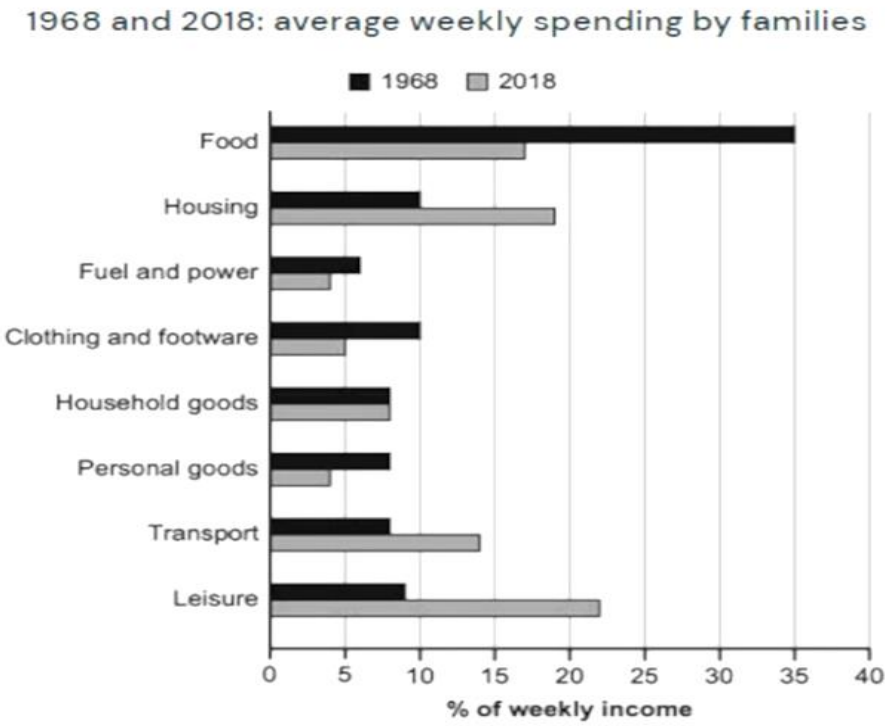
Please note, we are using this 6-step-strategy for all the question types that appear in IELTS Writing Academic Task 1 section. Remember this 6 Step Strategy. It's quite simple. Start applying this method in your writing, it will bring you a good band for sure.

Let's answer the example question below, applying this 6-step-strategy.

Example Question

The chart below gives information about how families in one country spent their weekly income in 1968 and in 2018.

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



Analysing the Question

At first, you have to understand the question properly. You need to select the major features in the diagrams, and then decide what you are going to focus on. That's why question analysis is the most important part for an IELTS essay writing.

You need to find three major areas in the question sentence:

- Topic Words or Keywords
- Micro Keywords

- Action Words

If you analyse the pie chart question above, you will find the followings:

Topic words: families' spending

Micro keywords: weekly income, 1968, 2018.

Action words: This is simply the instruction sentence, which is always same (Summarize the information by selecting and reporting the main features and make comparisons where relevant.) for all the types of task 1 questions. It wants you to summarise the information, describe the main feature and compare between the significant features, if relevant. Therefore, summarising, describing and comparing are typically the action words for all the task 1 question types.

So, now you know that the diagram is about the relationship between families' spending and their weekly income for the years 1968 and 2018. You are instructed to describe the main features and compare the relevant points.

If you can analyse a Task 1 diagram this way, it should not be difficult to describe the diagram properly.

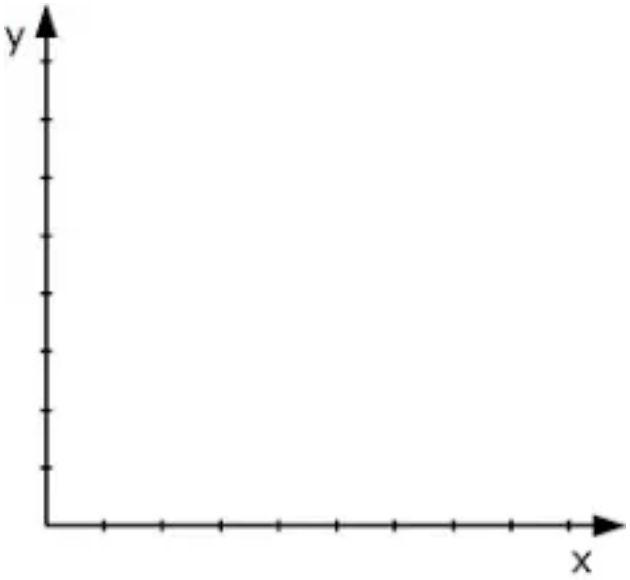
After completing the question analysis, you need to find the major features in the diagrams. Just 2 or 3 main features are enough to discuss as you are required to write only around 160 – 200 words within the limited time (about 20 minutes).

Identifying the Main Features

To identify the main features in an IELTS Task 1 bar chart, you can follow these steps:

1. Understand the Title: Carefully read the title of the chart or graph as it provides crucial information about the topic and what it represents.

2. Examine the Axes:



A chart or graph typically has a vertical and a horizontal axis, commonly referred to as the 'x' and 'y' axes. Each axis provides different information. In the example, the x-axis displays the years in which the population of seals, whales, and dolphins was recorded, and the y-axis shows the corresponding population count.

3. Identify Units of Measurement: Units of measurement can vary and can include amounts, time, age, or percentages. In some cases, units may not be specified, but they can be inferred from the title or other information presented.
4. Highlight significant changes: Identify any sudden spikes or dips among the bars.
5. Recognize patterns: Look for any repetitive patterns such as seasonal fluctuations.
6. Identify extremes: Look for any maximum or minimum values that stand out.
7. Compare categories: If there are multiple bars in the chart, compare them to see if there are any similarities or differences between them.
8. Determine Time Periods: It is essential to identify if the data represents the past, present, or future, as this information will determine the appropriate tense to use.
9. Identify Trends: Look for noticeable increases or decreases in the data, which could be gradual or sharp changes.
10. Similarities: In addition to observing significant increases and decreases, also look for similarities or constancies over a period of time.

Coming across these steps, the main features we have identified:

1. Food was the dominant spending area in 1968
2. Housing and leisure overtook food in 2018
3. Transportation experienced a notable spending rise in 2018

So, after identifying the key features, we are ready to write the report. We will do it using our simple 4-paragraph structure as below:

Paragraph 1 (Paraphrasing the Question)

Paraphrase the question statement using just one or two sentences.

Paragraph 2 (Overview)

Give one or two sentences to state two main features. Do not give any details. Leave the details to describe in the body paragraphs.

Paragraph 3 (First Body Paragraph)

State the first main feature

Describe the first main feature

Paragraph 4 (Second Body Paragraph)

State the second main feature

Describe the second main feature

Describe the third major feature (if any) [We have one in this question]

Let's develop the answer step by step applying this structure

Paraphrasing the Question

This is the first paragraph of our IELTS Task 1 essay. This paragraph is all about paraphrasing the question statement. That means you will restate the question sentence in your language without changing the meaning of the original sentence.

This paragraph conveys an impression to the examiner how well you have understood the question.

Let's look at the actual question statement that we are using:

"The chart below gives information about how families in one country spent their weekly income in 1968 and in 2018."

We can paraphrase this statement as below:

"The bar graph depicts the data on how the average family in one country spent their weekly income in 1968 and 2018."

That's it, quite simple. Our first paragraph is complete, and you have already written 22 out of 150 words. Let's move to the next part of the essay, the Overview Paragraph.

Overview Paragraph

An overview paragraph simply presents a summary of the main features that you are going to discuss in the body paragraphs. This is the second and the most important paragraph for IELTS Task 1 essay (The first paragraph was all about paraphrasing the question statement). Without writing an overview paragraph in Task 1, you cannot expect more than 5 band score in IELTS Writing section.

An overview paragraph contains only 1 or 2 sentences. It is all about stating the major features that we have identified in the second stage of our 6-step-strategy. The role of this paragraph is to convey an outline of the report. That means, by reading this paragraph, the examiner will get the idea about the features that you are going to describe in the body paragraphs.

You know, we have identified these three main features in the graph.

1. Food was the dominant spending area in 1968

2. Housing and leisure overtook food in 2018
3. Transportation experienced a notable spending rise in 2018

We will simply state these features using only one or two sentences. It will be our overview paragraph.

Let's form the paragraph:

"Overall, in the 50-year span, the significantly reduced expense in the food sector and the substantially high spending for housing and leisure indicate that the preference for leisure and housing had overtaken food as the largest area of expenditure."

Quite simple. Previously we wrote 22 words for the first paragraph (paraphrasing the question sentence). Just now, we have added 39 more words to write the 2nd paragraph (Overview paragraph). That means, we've completed the 1st two of our 4 paragraph IELTS Task 1 essay.

Therefore, we're already halfway through. It's time to move on to the Body Paragraph 1 and Body Paragraph 2, respectively.

First Body Paragraph

In the Overview paragraph, we have provided a summary of the significant features that we found in the diagram. But we didn't describe anything there. We saved the description for the body paragraphs.

In this section, we are going to show how to write the body paragraphs for an IELTS Task 1 report.

We suggest you write two body paragraphs for an IELTS Task 1 essay. That means, pick just two or three major features from the graph, state them in the overview paragraph, explain and compare them in the body paragraphs. Very simple!

In the first body paragraph, you can,

- state the first main feature, and
- describe the first main feature

Do you remember the first major feature that we identified? "Food was the dominant spending area in 1968" was the first main feature we located. We will describe it in the first body paragraph. Let's do it:

"In 1968, the largest expenditure category was food, accounting for 35% of the weekly family income, followed by housing and clothing-footwear, each making up 10% expense of a family's average income in a week. However, compared to 1968, the proportion of expenditure on food revealed a dramatic change in 2018, constituting only about 17% of weekly average family earning."

We have just added 59 more words to complete the first body paragraph. That means we have already finished 75% of our IELTS Task 1 essay! See how simple it is! We are just describing the major features that we can easily see in the diagrams.

We've written 22 for the first, 39 for the second and 59 words for the third paragraph. That means we have already written 120 words out of total 150 for an IELTS Task 1 essay question. Therefore, we need to write only 30 more words to meet the minimum requirement, and we have one more paragraph to write. Excellent work! We're almost done! Just hold on for a while!

Next, we are about to jump on the final paragraph, which is the second Body Paragraph.

Second Body Paragraph

Body paragraph 2 is the final paragraph of our IELTS Task 1 essay. Once we have already completed describing the first main feature, a significant part of the diagram is already covered. That means, now we do not need to focus on the whole diagram, just looking at the leftover part is enough to write this paragraph. That's why this is the easiest paragraph in a task 1 essay.

Now, let's turn to the main features that we identified to describe in the report.

1. Food was the dominant spending area in 1968
2. Housing and leisure overtook food in 2018
3. Transportation experienced a notable spending rise in 2018

We have already described the first main point in the first body paragraph. Now in this paragraph, we are going to cover the second and third major points. We will do it using our following format:

- stating the second main feature
- describing second main feature
- describing other notable features (if any) [yes, we have third feature]

Let's form the second body paragraph covering these areas:

"On the other hand, housing and leisure occupied the highest spending areas in 2018. These two categories, housing and leisure, had a dramatic shift in spending compared to the previous period, making up from 10% and 9% in 1968 to 19% and 22% in 2018, respectively. Furthermore, families spent only 8% of their weekly income for transportation in 1968, which significantly increased to 16% in 2018. In addition, clothing and footwear, fuel and power, and personal goods all experienced a lower spending share in 2018 in comparison with 1968."

We've added 89 more words to the previous 120, and just finished the final part of our 4-paragraph essay. That means, we have answered to an IELTS Task 1 bar chart question using 209 words, which easily fulfils the minimum word requirement (at least 150 words) for a task 1 response.

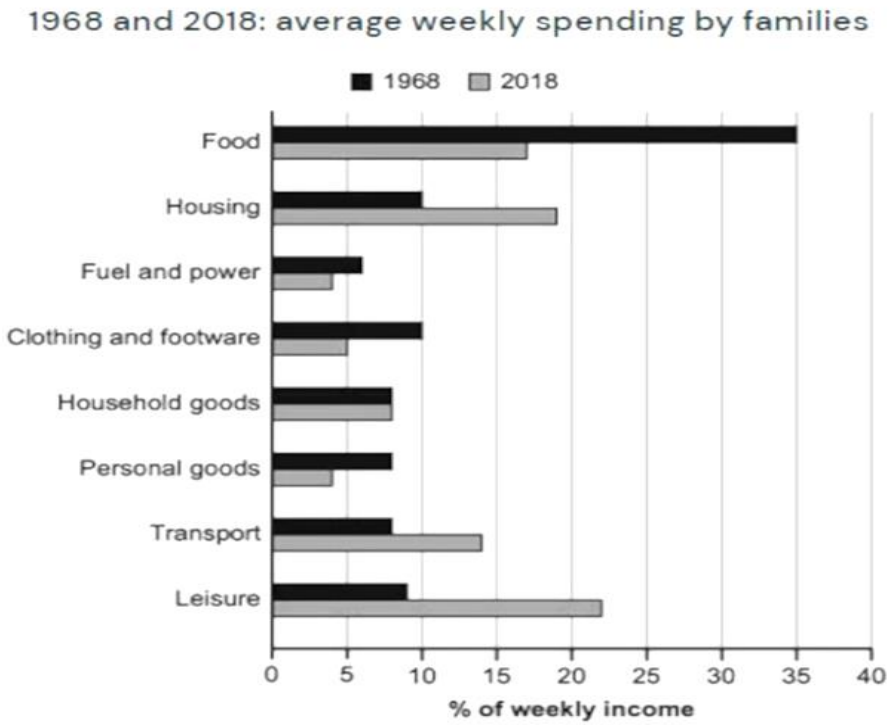
Excellent work! We appreciate your patience till the end.

Now let's see how the complete response looks like:

Question

The chart below gives information about how families in one country spent their weekly income in 1968 and in 2018.

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



Finished Response

The bar graph depicts the data on how the average family in one country spent their weekly income in 1968 and 2018.

Overall, in the 50-year span, the significantly reduced expense in the food sector and the substantially high spending for housing and leisure indicate that the preference for leisure and housing had overtaken food as the largest area of expenditure.

In 1968, the largest expenditure category was food, accounting for 35% of the weekly family income, followed by housing and clothing-footwear, each making up 10% expense of a family's average income in a week. However, compared to 1968, the proportion of expenditure on food revealed a dramatic change in 2018, constituting only about 17% of weekly average family earning.

On the other hand, housing and leisure occupied the highest spending areas in 2018. These two categories, housing and leisure, had a dramatic shift in spending compared to the previous period, making up from 10% and 9% in 1968 to 19% and 22% in 2018, respectively. Furthermore, families spent only 8% of their weekly income for transportation in 1968, which significantly increased to 16% in 2018. In addition, clothing and footwear, fuel and power, and personal goods all experienced a lower spending share in 2018 in comparison with 1968.

With that done, we have written a Bar Chart response applying our proven effective 6-step-strategy.

How to Answer A Map Question

This is a very easy question type to answer. Usually there is no data to analyse in this type of question. It is all about comparing between 2 or 3 maps. Recently, this question is appearing frequently in IELTS Writing task 1 section. You need to have a good grip on how to compare between 2 or 3 maps.

In this section, you will find a complete discussion on IELTS Task 1 Map question. The discussion will proceed through our 6-step-strategy:

1. Analyse the question
2. Identify the major features
3. Paraphrase the question sentence
4. Write an overview paragraph
5. Write the first body paragraph
6. Write the second body paragraph

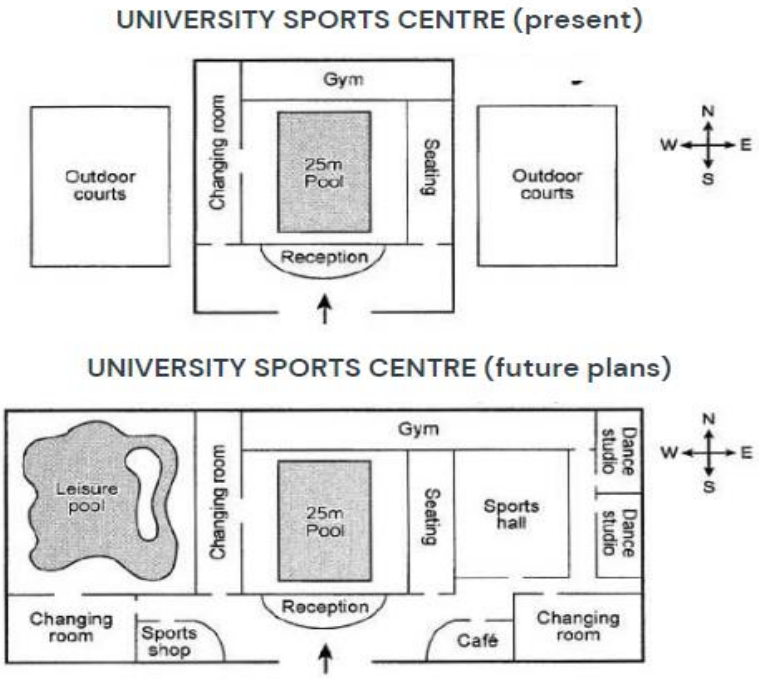
Let's answer the sample question below applying this 6-step-strategy.

In fact, we recommend for using this 6-step-strategy for all the question types. Though this is not the only strategy out there, but this is a proven effective approach for sure. We believe you can get a high band by applying this strategy.

Example Question

The plans below show the layout of a university's sports centre now, and how it will look after redevelopment.

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



Analysing the Question

At first, you have to understand the question properly. You need to locate the changes in the maps, it will help you to differentiate the most significant changes you are going to describe. That's why question analysis is the most important part for an IELTS Task 1 map response.

Remember, you need to find three major areas in the question sentence:

- Topic Words or Keywords
- Micro Keywords
- Action Words

If you analyse the map question above, you will find the followings:

Topic words: sports centre

Micro keywords: layout, university, redevelopment, present map, future plan.

Action words: This is simply the instruction sentence, which is always same (Summarize the information by selecting and reporting the main features and make comparisons where relevant.) for all the types of task 1 questions. It wants you to summarise the information, describe the main feature and compare between the significant features, if relevant. Therefore, summarising, describing and comparing are typically the action words for all the task 1 question types.

So, now you know that the diagram is about the changes in the layout of a university's sports centre after redevelopment. You are instructed to describe the major changes.

If you can analyse a Task 1 diagram this way, it should not be difficult to describe the diagram properly.

After completing the question analysis, you need to find the major features in the maps. Just 2 or 3 main features are enough to discuss as you are required to write only around 160 – 200 words within the limited time (about 20 minutes).

Identifying the Main Features

To look for the main features in this question type, you should start with the earlier map. Identify the key features and look to see how they have changed in the later map, and again in the final map if there are three.

Here is our recommended checklist for identifying the significant differences between the maps:

1. Analyse the changes: Compare the before and after maps to identify any significant changes, such as the construction of new buildings or changes to the shape of the land.

2. Identify the key features: Look for any important features in the map, such as roads, buildings, rivers, etc.

3. Describe the location of features: Describe the relative location of key features in the map, such as "to the north of the town centre," "south of the river," etc.

4. Identify the main developments: Look for any new developments in the map, such as new buildings or changes to existing ones.

5. Identify the periods: Are the maps of past, present or future situations? This is important to note because it will determine whether you write your essay using past, present or future tenses.
6. Find the main differences between the maps: What features have disappeared? What new features are in their place?
7. Find the features that remained same: Although the location on the maps will have undergone major development, some features may remain unchanged.
8. Keep your eyes sharp on the directions: Think about directional language you can use, such as, north, south, east, west, north-east, north-west, south-east, south-west

So, after coming across the checklist stated above, this is how we are going to describe the changes in the map (sports centre):

1. Changes that took place on the west side of the sports centre
2. Changes that took place on the east side of the sports centre

That means, we will describe the west side of the sports centre in the first body paragraph, and the east side in the second body paragraph. We are going to describe in this way because it is an easy technique for this particular map. However, all the map types are not the same.

Sometimes, you may find it better to describe north and south sides individually, rather than west and east sides as we are doing in this question.

Sometimes, you may find it easier to describe wholistically, that means the earlier map in the first body paragraph and the changed scenarios (latter map) in the second body paragraph.

Sometimes, you may find it useful to describe overall the most significant changed features in the first body paragraph, and comparatively less noticeable features in the second body paragraph.

So, our suggestion is that do not restrict yourself to one specific way to describe the changes in the maps. Leave it flexible, it will make you feel comfortable when you encounter a map question. As there is no data, tell your ears “this is the easiest question type”, you will find it really easy.

Well, before starting to write the response, let's have a look on our 4-paragraph structure:

Paragraph 1 (Paraphrasing the Question)

Paraphrase the question statement using just one or two sentences.

Paragraph 2 (Overview)

Give one or two sentences to state major changes. Do not give any details. Leave the details to describe in the body paragraphs.

Paragraph 3 (First Body Paragraph)

State the first main feature (we will describe the west side)

Describe the feature that you have stated

Paragraph 4 (Second Body Paragraph)

State the first main feature (we will describe the east side)

Describe the feature that you have just stated

Let's develop the answer step by step applying this structure

Paraphrasing the Question

This is the first paragraph of our IELTS Task 1 essay. This paragraph is all about paraphrasing the question statement. That means you will restate the question sentence in your language without changing the meaning of the original sentence.

This paragraph conveys an impression to the examiner how well you have understood the question.

Let's look at the actual question statement that we are using:

"The plans below show the layout of a university's sports centre now, and how it will look after redevelopment."

We can paraphrase this statement as below:

"The maps show the existing state of a university sports facility and some of the adjustments that have been suggested."

That's it, quite simple. Our first paragraph is complete, and you have already written 20 out of 150 words. Let's move to the next part of the essay, the Overview Paragraph.

Overview Paragraph

An overview paragraph simply presents a summary of the main features that you are going to discuss in the body paragraphs. This is the second and the most important paragraph for IELTS Task 1 essay (The first paragraph was all about paraphrasing the question statement). Without writing an overview paragraph in Task 1, you cannot expect more than 5 band score in IELTS Writing section.

An overview paragraph contains only 1 or 2 sentences. It is all about stating the major features that we have identified in the second stage of our 6-step-strategy. The role of this paragraph is to convey an outline of the report. That means, by reading this paragraph, the examiner will get the idea about the features that you are going to describe in the body paragraphs.

You know, we have identified that, for this specific map, it is easier to describe the major changes this this order:

1. Changes on the west side of the sports centre
2. Changes on the east side of the sports centre

We will state 2 or 3 most noticeable changes appeared in the planned map (leisure pool, a café, a sports store, dancing studios), it will be our overview paragraph.

Let's form the paragraph:

"In general, the proposal calls for building out both sides of the complex and adding a few amenities, including a leisure pool, a café, a sports store, and dancing studios."

Quite simple. Previously we wrote 20 words for the first paragraph (paraphrasing the question sentence). Just now, we have added 30 more words to write the 2nd paragraph (Overview paragraph). That means, we've completed the 1st two of our 4 paragraph IELTS Task 1 essay.

Therefore, we're already halfway through. It's time to move on to the Body Paragraph 1 and Body Paragraph 2, respectively.

First Body Paragraph

In the Overview paragraph, we have provided a summary of the significant features that we found in the diagram. But we didn't describe anything there. We saved the description for the body paragraphs.

In this section, we are going to show how to write the body paragraphs for an IELTS Task 1 report.

We suggest you write two body paragraphs for an IELTS Task 1 essay. That means, pick just two or three major features from the graph, state them in the overview paragraph, explain and compare them in the body paragraphs. Very simple!

In this map description, we are going to narrate the significant features on the west side in the first body paragraph, and we have found these features (leisure pool, sports shop) in the identification state of our 6-stage strategy.

Let's form the first body paragraph.

"The outdoor court on the west side of the sports facility will be replaced with a leisure swimming pool, which will have direct access to a brand-new dressing room on the extreme south-west corner of the structure. In addition, the lobby will be enlarged, and a sports store will be established close to the changing area. The complex's central 25-meter pool will stay just as it is. The reception, changing area, and sitting layout surrounding the pool will also not alter."

We have just added 81 more words to complete the first body paragraph. That means we have already finished 75% of our IELTS Task 1 essay! See how simple it is! We are just describing the major features that we can easily see in the diagrams.

We've written 20 for the first, 30 for the second and 81 words for the third paragraph. That means we have already written 131 words out of total 150 for an IELTS Task 1 essay question. Therefore, we need to write only 19 more words to meet the minimum requirement, and we have one more paragraph to write. Excellent work! We're almost done! Just hold on for a while!

Next, we are about to jump on the final paragraph, which is the second Body Paragraph.

Second Body Paragraph

Body paragraph 2 is the final paragraph of our IELTS Task 1 essay. Once we have already completed describing the first main feature, a significant part of the picture is already covered. That means, now we can forget the completed part of the map, looking at the leftover part is now enough to write this paragraph. That's why we say this is the easiest paragraph in a task 1 essay.

Now, let's turn to the east side of the map where we have identified the major changes are café and dancing studio.

Let's form the paragraph.

"The outdoor courts to the east of the centre will be eliminated to create room for new facilities, as seen on the east side of the map. In the extreme south-east, the concept calls for building a second changing room connected to a brand-new café that will debut beside the new sports hall. Additionally, two dance studios will be constructed side by side close to the sports hall, one of which will be next to the recently expanded gym."

We've added 79 more words to the previous 131, and just finished the final part of our 4-paragraph essay. That means, we have answered to an IELTS Task 1 bar chart question using 210 words, which easily fulfils the minimum word requirement (at least 150 words) for a task 1 response.

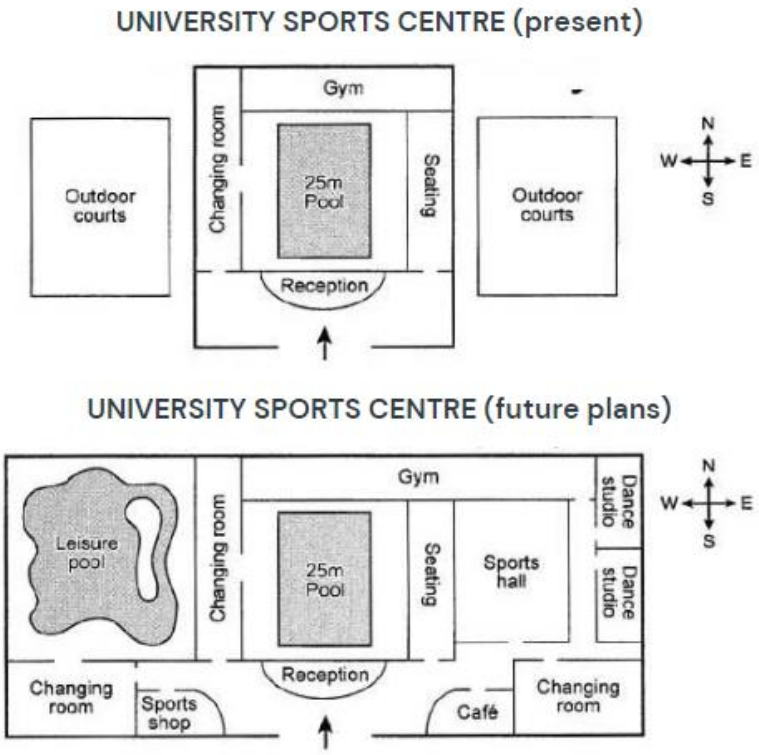
Excellent work! We appreciate your patience till the end.

Now let's see how the complete response looks like:

Question

The plans below show the layout of a university's sports centre now, and how it will look after redevelopment.

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



Finished Response

"The maps show the existing state of a university sports facility and some of the adjustments that have been suggested.

In general, the proposal calls for building out both sides of the complex and adding a few amenities, including a leisure pool, a café, a sports store, and dancing studios.

The outdoor court on the west side of the sports facility will be replaced with a leisure swimming pool, which will have direct access to a brand-new dressing room on the extreme south-west corner of the structure. In addition, the lobby will be enlarged, and a sports store will be established close to the changing area. The complex's central 25-

meter pool will stay just as it is. The reception, changing area, and sitting layout surrounding the pool will also not alter.

The outdoor courts to the east of the centre will be eliminated to create room for new facilities, as seen on the east side of the map. In the extreme south-east, the concept calls for building a second changing room connected to a brand-new café that will debut beside the new sports hall. Additionally, two dance studios will be constructed side by side close to the sports hall, one of which will be next to the recently expanded gym."

With that done, we have written a response to a map question applying our proven effective 6-step-strategy.

How to Answer A Process Diagram

Process diagram is a very common question type for IELTS Writing Task 1. In this question, you will be given a picture or a drawing that will show the production steps of a final product, or the working procedure of a machine etc.

Most of the students are afraid of this question not because the question is difficult, but because of their confusion how to address this question. We are going to demonstrate you step by step how you can answer this question confidently.

If you start discussing the whole picture in this question, you are in trouble. All you need is just look at the big picture, that means take the summary what is the picture all about and note down the major stages that it comes across.

In this section, you will find a complete discussion on IELTS Task 1 Process Diagram question. The discussion will proceed under the following 6 major steps:

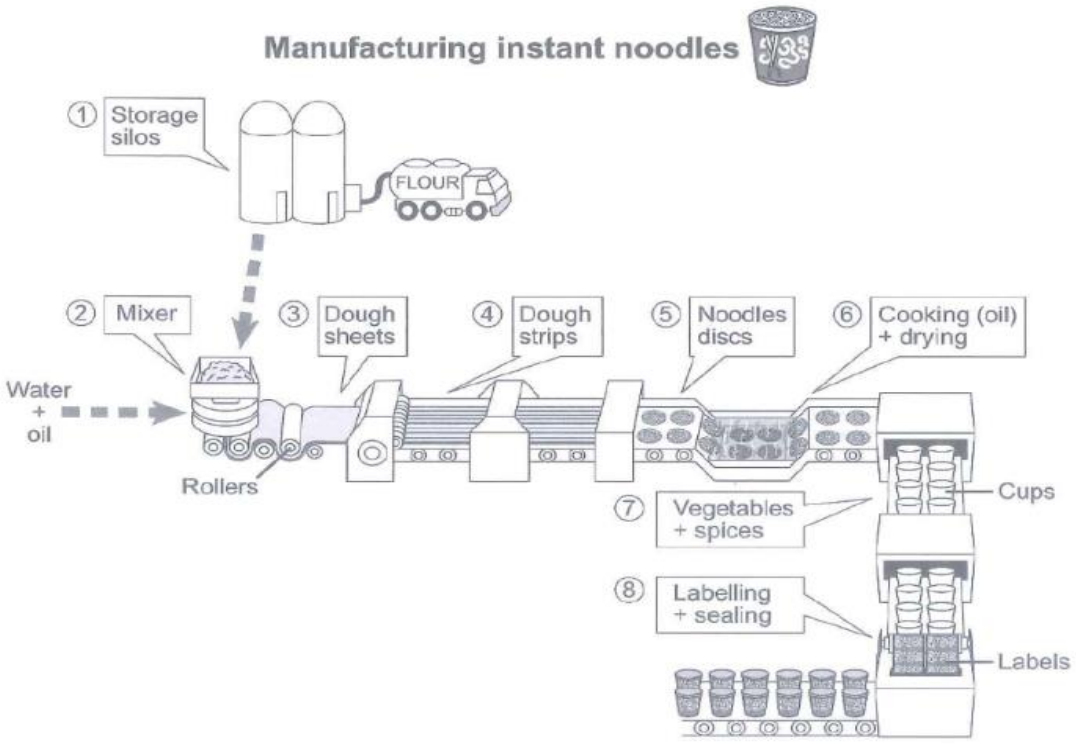
1. Analyse the question
2. Identify the major features
3. Paraphrase the question sentence
4. Write an overview paragraph
5. Write the first body paragraph
6. Write the second body paragraph

Let's go through the example question below and see how we prepare the answer applying our 6-step-strategy.

Sample Question

The diagram below shows how the instant noodles are manufactured.

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



Analysing the Question

We need to find these three major areas in the question sentence:

Topic Words / Keywords (General area of the question topic)

Micro Keywords (It helps us prepare a specific answer, rather than being general)

Action Words (The words that tell you what you need to do)

- **Topic Words:** Instant noodles
- **Micro Keywords**: Manufacture

- **Action words:** This is simply the instruction sentence, which is always same (Summarize the information by selecting and reporting the main features and make comparisons where relevant.) for all the types of task 1 questions. It wants you to summarise the information, describe the main feature and compare between the significant features, if relevant. Therefore, summarising, describing and comparing are typically the action words for all the task 1 question types.

So, now you know that the diagram is about the manufacturing process of instant noodles. You are expected to describe the major stages of the procedure.

If you can analyse a Task 1 diagram this way, it should not be difficult to describe the diagram properly.

After completing the question analysis, you need to find the steps in the process and describe accordingly.

Here is the top tip, if you see you are almost done with the description, but still you need few more words to fulfil the minimum requirement (150 words), you can add some details about the major steps. However, while you add some details to increase word counts, make sure you do not change the diagram's overall picture.

Identifying the Main Features

To identify the main features in an IELTS Task 1 process diagram, you can follow these steps:

1. Check if linear or a cyclical process: A linear process starts and finishes at different places. It will often involve the manufacture or creation of something, starting with the raw materials going in at one end and the finished product coming out the other end. A cyclical process, on the other hand, is a process that goes back to the beginning and repeats over and over again, such as the life cycle of a frog or a butterfly.

2. Understand the process: Read the diagram and make sure you understand the overall process being shown.

3. Identify the inputs and outputs: Look for any inputs, such as raw materials, and outputs, such as finished products, and describe them.

4. Identify the stages: Look for any stages or steps in the process, and make note of the order in which they occur.
5. Check the number of steps: If there are a lot, it can be helpful to number them from 1 to whatever number the final stage is.
6. Check the end result: This question is relevant for our practice IELTS process diagram question which shows a process that creates something using a particular structure. The end result is the production of electricity.

So, after coming across the checklist stated above, we have identified these points:

1. Overall, there are 8 stages, first five steps cover from flour storage to noodles discs
2. Last 3 stages cover from frying to labelling and sealing

That means, we will describe the first five steps in the first body paragraph and the remaining 3 stages in the second body paragraph.

Well, before starting to describe the process, let's have a look on our 4-paragraph structure:

Paragraph 1 (Paraphrasing the Question)

Paraphrase the question statement using just one or two sentences.

Paragraph 2 (Overview)

Give one or two sentences to state major steps in the procedure. Do not give any details. Leave the details for the body paragraphs.

Paragraph 3 (First Body Paragraph)

State the first major step/steps [first 5 steps in this question]

Describe the first major step/steps

Paragraph 4 (Second Body Paragraph)

State the second major step/steps [last 3 steps in this question]

Describe the second major step/steps

Let's develop the answer applying this structure

Paraphrasing the Question

This is the first paragraph of our IELTS Task 1 essay. This paragraph is all about paraphrasing the question statement. That means you will restate the question sentence in your language without changing the meaning of the original sentence.

This paragraph conveys an impression to the examiner how well you have understood the question.

Let's look at the actual question statement that we are using:

"The diagram below shows how the instant noodles are manufactured."

We can paraphrase this statement as below:

"The process diagram illustrates step by step approaches how instant nodules are produced."

That's it, quite simple. Our first paragraph is complete, and you have already written 13 out of 150 words. Let's move to the next part of the essay, the Overview Paragraph.

Overview Paragraph

An overview paragraph simply presents a summary of the main features that you are going to discuss in the body paragraphs. This is the second and the most important paragraph for IELTS Task 1 essay (The first paragraph was all about paraphrasing

the question statement). Without writing an overview paragraph in Task 1, you cannot expect more than 5 band score in IELTS Writing section.

An overview paragraph contains only 1 or 2 sentences. It is all about stating the major features that we have identified in the second stage of our 6-step-strategy. The role of this paragraph is to convey an outline of the report. That means, by reading this paragraph, the examiner will get the idea about the features that you are going to describe in the body paragraphs.

Previously, we identified these two points:

1. Overall 8 stages, first five steps cover from flour storage to noodles discs
2. Last 3 stages cover from frying to labelling and sealing

We will just state these points, it will be our overview paragraph.

"Overall, there are eight steps beginning with the storage in silos of flour delivered by lorries and ending with packaging of instant noodles. This packaged food is made of mainly five ingredients, namely, flour, water, oil, vegetables and spices."

Quite simple. Previously we wrote 13 words for the first paragraph (paraphrasing the question sentence). Just now, we have added 39 more words to write the 2nd paragraph (Overview paragraph). That means, we've completed the 1st two of our 4 paragraph IELTS Task 1 essay.

Therefore, we're already halfway through. It's time to move on to the Body Paragraph 1 and Body Paragraph 2, respectively.

First Body Paragraph

In the Overview paragraph, we have provided a summary of the significant features that we found in the diagram. But we didn't describe anything there. We saved the description for the body paragraphs.

In this section, we are going to show how to write the body paragraphs for an IELTS Task 1 report.

We suggest you write two body paragraphs for an IELTS Task 1 essay. For a process diagram question, just divide the diagram into two or three major sections, describe the

first section in the first body paragraph and the other section/sections in the second body paragraph.

Previously, we identified these two points in this process question:

1. Overall, there are 8 stages, and the first five steps cover from flour storage to noodles discs
2. Last 3 stages cover from frying to labelling and sealing

We will describe the first point in the first body paragraph and the second point in the second body paragraph.

Let's form the first body paragraph.

"Looking at the first five stages of the manufacturing process, flour, after having been delivered to storage silos by lorries, is transported to a mixer where it is stirred with water and oil. This mixture is then transformed into dough sheets by rollers, followed by cutting in dough strips, which are eventually converted into circular discs."

We have just added 56 more words to complete the first body paragraph. That means we have already finished 75% of our IELTS Task 1 essay! See how simple it is! We are just describing the major features that we can easily see in the diagrams.

We've written 13 for the first, 39 for the second and 56 words for the third paragraph. That means we have already written 108 words out of total 150 for an IELTS Task 1 essay question. Therefore, we need to write only 42 more words to meet the minimum requirement, and we have one more paragraph to write. Excellent work! We're almost done! Just hold on for a while!

Next, we are about to jump on the final paragraph, which is the second Body Paragraph.

Second Body Paragraph

Body paragraph 2 is the final paragraph of our IELTS Task 1 essay. Once we have already completed describing the first main feature, a significant part of the process is already covered. That means, now we can forget the completed part of the procedure, in other words, looking at the leftover part of the mechanism would be enough to write this paragraph. That's why we say this is the easiest paragraph in a task 1 essay.

Now, let's turn to the second section (last 3 stages, covering from frying to labelling and sealing) that we identified.

We are going to describe this section to form the second body paragraph. Let's do it:

"Taking into consideration of the following steps, firstly, the noodles discs are cooked in oil, and after this, they are dried. Then, the dried stacks of noodles are put in assembled cups where vegetables and spices are added. These cups are labelled and sealed afterwards, ending the manufacturing process. This is how, instant noodles are produced in eight steps, starting with flour delivery by trucks, and finishing with the noodles being packed in labelled and sealed cups."

We've added 77 more words to the previous 108, and just finished the final part of our 4-paragraph essay. That means, we have answered to an IELTS Task 1 bar chart question using 185 words, which easily fulfils the minimum word requirement (at least 150 words) for a task 1 response.

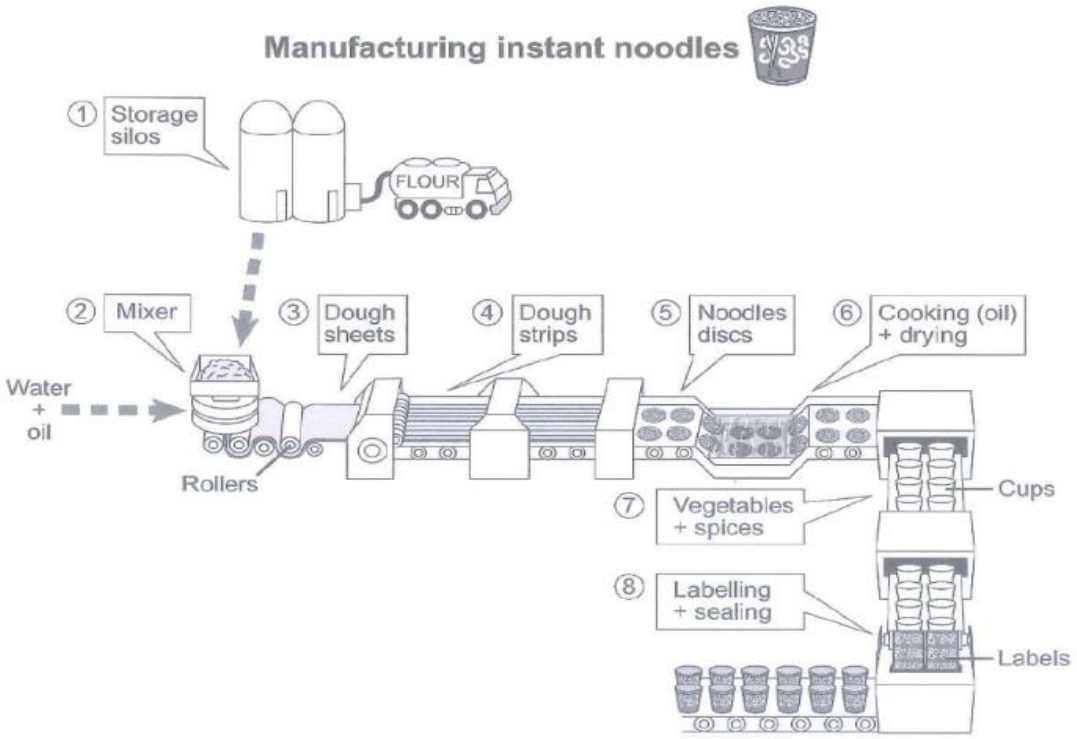
Great work! We appreciate your patience till the end.

Now let's see how the complete response looks like.

Example Question

The diagram below shows how the instant noodles are manufactured.

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



Finished Response

"The process diagram illustrates step by step approaches how instant nodules are produced.

Overall, there are eight steps beginning with the storage in silos of flour delivered by lorries and ending with packaging of instant noodles. This packaged food is made of mainly five ingredients, namely, flour, water, oil, vegetables and spices.

Looking at the first five stages of the manufacturing process, flour, after having been delivered to storage silos by lorries, is transported to a mixer where it is stirred with water and oil. This mixture is then transformed into dough sheets by rollers, followed by cutting in dough strips, which are eventually converted into circular discs.

Taking into consideration of the following steps, firstly, the noodles discs are cooked in oil, and after this, they are dried. Then, the dried stacks of noodles are put in assembled cups where vegetables and spices are added. These cups are labelled and sealed afterwards, ending the manufacturing process. This is how, instant noodles are produced in eight steps, starting with flour delivery by trucks, and finishing with the noodles being packed in labelled and sealed cups."

With that done, we have written a response to a process diagram applying our proven effective 6-step-strategy.

How to Answer A Multiple Graph Question

There will be several diagrams or graphs. You must find connections and comparisons among them. This question is feared by many students due to the numerous diagrams. However, the truth is that this is a really simple question to answer. A popular technique is simply writing one paragraph for each diagram.

Remember, don't write everything you see in the diagrams, rather focus on only 1 or 2 major features in each chart, graph, or table. In fact, this suggestion applies to all types of IELTS Writing Task 1 questions.

In this section, you will find a complete discussion on IELTS Task 1 Multiple Diagram question. The discussion will proceed under our preferred 6 major steps:

1. Analyse the question
2. Identify the major features
3. Paraphrase the question sentence
4. Write an overview paragraph
5. Write the first body paragraph
6. Write the second body paragraph

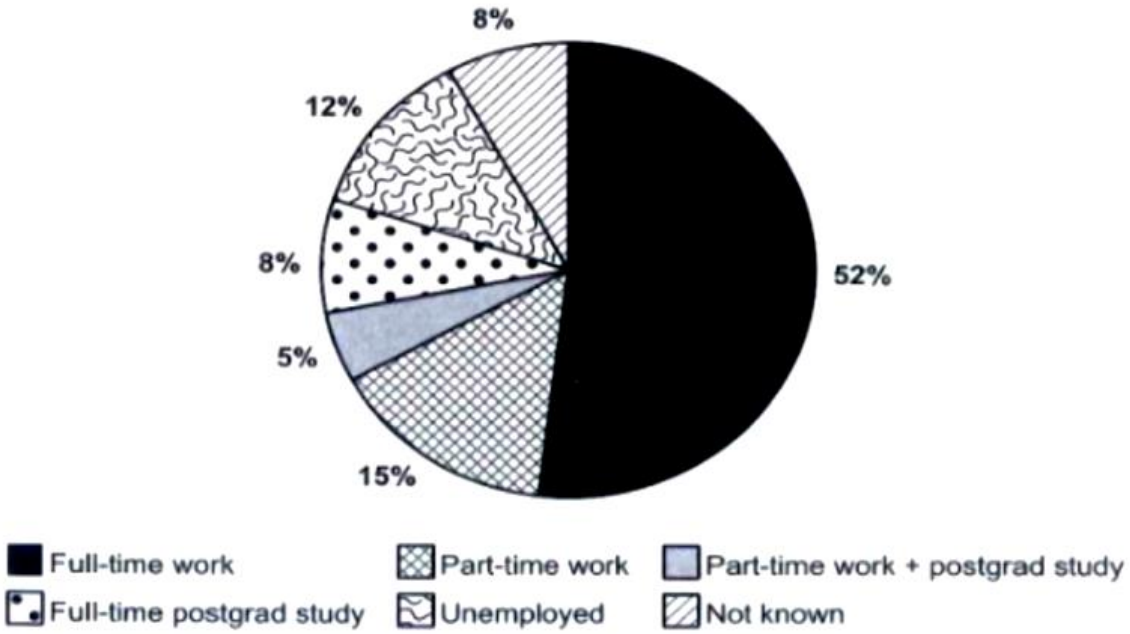
Let's go through the example question below and see how we prepare the answer applying our 6-step-strategy.

Example Question

The chart below shows what Anthropology graduates from one university did after finishing their undergraduate degree course. The table shows the salaries of the anthropologists in work after five years.

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

Destination of Anthropology graduates (from one university)



Salaries of Antrhropology graduates (after 5 years' work)

Type of employment	$25,000–49,999	$50,000–74,999	$75,000–99,999	$100,000+
Freelance consultants	5%	15%	40%	40%
Government sector	5%	15%	30%	50%
Private companies	10%	35%	25%	30%

Analysing the Question

We need to find these three major areas in the question sentence:

- Topic Words / Keywords (General area of the question topic)
- Micro Keywords (It helps us prepare a specific answer, rather than being general)
- Action Words (The words that tell you what you need to do)

Topic Words: Anthropology graduates

Micro Keywords: Jobs after finishing degree, and salaries after 5 years' work

Action words: This is simply the instruction sentence, which is always same (Summarize the information by selecting and reporting the main features and make comparisons where relevant.) for all the types of task 1 questions. It wants you to summarise the information, describe the main feature and compare between the significant features, if relevant. Therefore, summarising, describing and comparing are typically the action words for all the task 1 question types.

So, now you know that the diagrams are about anthropology graduates' job after completing degree and their earning ranges after 5 years of work. You are instructed to summarise the major features and compare if they are related.

If you can analyse a Task 1 diagram this way, there is nothing to be afraid of multiple diagrams.

After completing the question analysis, you need to identify the major features and find if there is any relationship between the diagrams.

Identifying the Main Features

When dealing with a Task 1 Multiple Graph question in IELTS, it is important to identify the following features to ensure a comprehensive and effective response:

1. The type of graph(s) - bar graph, line graph, pie chart, etc.
2. The checklist for the given graph type. We have already discussed major feature identification checklist for the individual question types in their dedicated sections. Please check back if you need to refresh.
3. The data being represented - quantities, percentages, etc.
4. The time period represented - year, decade, etc.
5. The number of variables - two or more.
6. The trend(s) shown in the graph(s) - increase, decrease, fluctuations, etc.
7. The comparison(s) between the variables - similarities and differences.

So, after coming across the checklist stated above, we have identified the following main features in the pie chart and table, respectively.

1. Majority of the graduates joined full-time jobs
2. Government sector salary range is significantly higher than the other two areas
3. We will cover the first major point in the first body paragraph and the second main feature in the second body paragraph.

For the reminder, let's have another look at our recommended 4-paragraph essay structure:

Paragraph 1 (Paraphrasing the Question)

Paraphrase the question statement using just one or two sentences.

Paragraph 2 (Overview)

Give one or two sentences to state major features. Do not give any details. Leave the details for the body paragraphs.

Paragraph 3 (First Body Paragraph)

State the first major feature

Describe the first major feature

Paragraph 4 (Second Body Paragraph)

State the second major feature

Describe the second major feature

Describe the relationship between the features (if any)

Let's develop the answer applying this structure.

Paraphrasing the Question

This is the first paragraph of our IELTS Task 1 essay. This paragraph is all about paraphrasing the question statement. That means you will restate the question sentence in your language without changing the meaning of the original sentence.

This paragraph conveys an impression to the examiner how well you have understood the question.

Let's look at the actual question statement that we are using:

"The chart below shows what Anthropology graduates from one university did after finishing their undergraduate degree course. The table shows the salaries of the anthropologists in work after five years."

We can paraphrase this statement as below:

"The table shows how their income varied after five years of employment in various industries, while the pie chart depicts what were the first jobs that anthropology graduates had after their graduation."

That's it, quite simple. Our first paragraph is complete, and you have already written 32 out of 150 words. Let's move to the next part of the essay, the Overview Paragraph.

Overview Paragraph

An overview paragraph simply presents a summary of the main features that you are going to discuss in the body paragraphs. This is the second and the most important paragraph for IELTS Task 1 essay (The first paragraph was all about paraphrasing the question statement). Without writing an overview paragraph in Task 1, you cannot expect more than 5 band score in IELTS Writing section.

An overview paragraph contains only 1 or 2 sentences. It is all about stating the major features that we have identified in the second stage of our 6-step-strategy. The role of

this paragraph is to convey an outline of the report. That means, by reading this paragraph, the examiner will get the idea about the features that you are going to describe in the body paragraphs.

Previously, we identified these two points:

1. Majority of the graduates joined full-time jobs
2. Government sector salary range is significantly higher than the other two areas

The overview paragraph is all about stating these points.

Let's form the paragraph:

"The majority of graduates started working full-time, followed by part-time jobs and remaining unemployed, with the smallest percentage of graduates continuing postgraduate studies and part-time employment at the same time. Compared to independent consultants and workers of private companies, the typical wage in the government sector is significantly greater."

Quite simple. Previously we wrote 32 words for the first paragraph (paraphrasing the question sentence). Just now, we have added 49 more words to write the 2nd paragraph (Overview paragraph). That means, we've completed the 1st two of our 4 paragraph IELTS Task 1 essay.

Therefore, we're already halfway through. It's time to move on to the Body Paragraph 1 and Body Paragraph 2, respectively.

First Body Paragraph

In the overview paragraph, we have provided a summary of the significant features that we found in the diagram. But we didn't describe anything there. We saved the description for the body paragraphs.

In this section, we are going to show how to write the body paragraphs for an IELTS Task 1 report.

Previously, we identified these two main points in this multiple diagram question:

1. Majority of the graduates joined full-time jobs
2. Government sector salary range is significantly higher than the other two areas

We will describe the first point in the first body paragraph and the second point in the second body paragraph. Let's form the first body paragraph.

"Delving into the pie chart, 52% of anthropology graduates had full-time jobs, compared to 15% who had part-time jobs. Graduates who were unemployed made up 12% of the total, while there is no information on the remaining 8% of graduates. Only 8% of people completed their studies full-time, while the other 5% continued to work part-time and pursue postgraduate school simultaneously."

We have just added 61 more words to complete the first body paragraph. That means we have already finished 75% of our IELTS Task 1 essay! See how simple it is! We are just describing the major features that we can easily see in the diagrams.

We've written 32 for the first, 49 for the second and 61 words for the third paragraph. That means we have already written 142 words out of total 150 for an IELTS Task 1 essay question. Therefore, we need to write only 8 more words to meet the minimum requirement (at least 150 words), and we have one more paragraph to write.

Great going! We're almost done! Just stay with us for a while! Next, we are about to jump on the final paragraph, which is the second Body Paragraph.

Second Body Paragraph

Body paragraph 2 is the final paragraph of our IELTS Task 1 essay. Once we have already completed describing the first main feature, a significant part of the discussion is already covered. That means, now we can forget the completed part of the diagrams, in other words, looking at the leftover part of the question would be enough to write the second body paragraph. That's why we say this is the easiest paragraph in a task 1 essay.

Now, let's turn to the major point that we identified in the:

- Government sector salary range is significantly higher than the other two areas

We are going to describe this feature to form the second body paragraph. Let's do it:

"Turning to the table, it reveals that 50% of anthropology graduates employed in the public sector made an average salary of over $100,000, as opposed to just 40% and 30% of their peers who worked as independent consultants or in the private sector. Additionally, the average salary for 20% of graduates working in the public sector and doing freelance consulting was between $25,000 and $74,999, whereas 45% of the private business employees were earning the same. As a result, graduates who joined private enterprises made less money overall than those who worked in the other two sectors."

We've added 97 more words to the previous 142, and just finished the final part of our 4-paragraph essay. That means, we have answered to an IELTS Task 1 bar chart question using 239 words, which convincingly fulfils the minimum word requirement (150 words) for a task 1 response.

Great work! We appreciate your patience and dedication for hanging on with us.

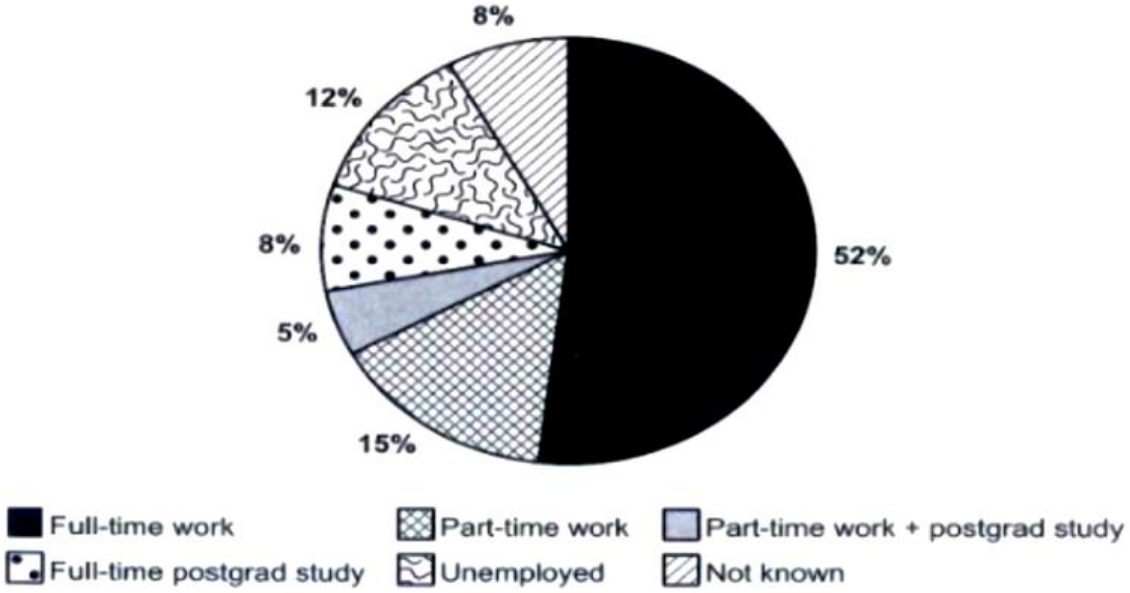
Now let's see how the complete response looks like.

Question

The chart below shows what Anthropology graduates from one university did after finishing their undergraduate degree course. The table shows the salaries of the anthropologists in work after five years.

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

Destination of Anthropology graduates (from one university)



Salaries of Antrhropology graduates (after 5 years' work)

Type of employment	$25,000–49,999	$50,000–74,999	$75,000–99,999	$100,000+
Freelance consultants	5%	15%	40%	40%
Government sector	5%	15%	30%	50%
Private companies	10%	35%	25%	30%

Finished Response

The table shows how their income varied after five years of employment in various industries, while the pie chart depicts what were the first jobs that anthropology graduates had after their graduation.

The majority of graduates started working full-time, followed by part-time jobs and remaining unemployed, with the smallest percentage of graduates continuing postgraduate studies and part-time employment at the same time. Compared to independent consultants and workers of private companies, the typical wage in the government sector is significantly greater.

Delving into the pie chart, 52% of anthropology graduates had full-time jobs, compared to 15% who had part-time jobs. Graduates who were unemployed made up 12% of the total, while there is no information on the remaining 8% of graduates. Only 8% of people completed their studies full-time, while the other 5% continued to work part-time and pursue postgraduate school simultaneously.

Turning to the table, it reveals that 50% of anthropology graduates employed in the public sector made an average salary of over $100,000, as opposed to just 40% and 30% of their peers who worked as independent consultants or in the private sector. Additionally, the average salary for 20% of graduates working in the public sector and doing freelance consulting was between $25,000 and $74,999, whereas 45% of the private business employees were earning the same. As a result, graduates who joined private enterprises made less money overall than those who worked in the other two sectors.

With that done, we have written a response to a Multiple Graph question applying our proven effective 6-step-strategy. Superb!

How to Answer A Table Question

You might be given one or two data tables. You will need to compare the data between different periods or different entities for a given time. This is a common question type for IELTS Writing Task 1.

Remember, don't write everything you see in the table, rather focus on only 1 or 2 major features in each table. In fact, this suggestion applies to all types of IELTS Writing Task 1 questions.

In this section, you will find a complete discussion on IELTS Task 1 Data Table question. The discussion will proceed under our recommended 6 major steps:

1. Analyse the question
2. Identify the major features
3. Paraphrase the question sentence
4. Write an overview paragraph

5. Write the first body paragraph
6. Write the second body paragraph

Let's go through the example question below and see how we prepare the answer applying this 6-step-strategy.

Example Question

You should spend 20 minutes on this task.

The tables below show sales of fairtrade coffee and bananas in five countries in Europe in 1999 and 2004.

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

Write at least 150 words.

Sales of Fairtrade-labelled coffee and bananas (1999 & 2004)

Coffee	1999 (millions of euros)	2004 (millions of euros)
UK	1.5	20
Switzerland	3	6
Denmark	1.8	2
Belgium	1	1.7
Sweden	0.8	1

Bananas	1999 (millions of euros)	2004 (millions of euros)
UK	15	47
Switzerland	1	5.5
Denmark	0.6	4
Belgium	1.8	1
Sweden	2	0.9

Analysing the Question

We need to find these three major areas in the question sentence:

- Topic Words / Keywords (General area of the question topic)
- Micro Keywords (It helps us prepare a specific answer, rather than being general)
- Action Words (The words that tell you what you need to do)

Topic Words: fairtrade coffee and bananas

Micro Keywords: sales, five countries, 1999 and 2004

Action words: This is simply the instruction sentence, which is always same (Summarize the information by selecting and reporting the main features and make comparisons where relevant.) for all the types of task 1 questions. It wants you to summarise the information, describe the main feature and compare between the significant features, if relevant. Therefore, summarising, describing and comparing are typically the action words for all the task 1 question types.

So, now you know that the tables are about the sales record of fairtrade coffee and bananas in five countries in 1999 and 2004. You are instructed to summarise the major features and compare if they are related.

If you can analyse a Task 1 diagram this way, there is nothing to be afraid of multiple diagrams.

After completing the question analysis, you need to identify the major features, summarise them and find if there is any relationship.

Identifying the Main Features

To identify the main features in a table for IELTS Writing Task 1, we recommend for following these steps:

1. Read the title of the table to understand what it represents.
2. Look at the headings and subheadings to understand the categories being presented.

3. Observe the data in each column and row to identify patterns and trends.
4. Focus on the most important or significant information, such as the highest or lowest values, changes over time, or overall trends.
5. Identify any outliers or unexpected data points and consider their relevance to the main features.

After coming across the checklist above, we have identified the following main features in the tables.

1. Switzerland had the highest volume of fairtrade-labelled coffee sales in 1999, but overtaken by the UK in 2004
2. Denmark had the highest rate of increase in fairtrade banana sales, but the UK was the leading fairtrade banana seller in both periods.

We will cover the first major point in the first body paragraph and the second main feature in the second body paragraph.

Well, before starting to write the response, let's have another look on our recommended 4-paragraph structure:

Paragraph 1 (Paraphrasing the Question)

Paraphrase the question statement using just one or two sentences.

Paragraph 2 (Overview)

Give one or two sentences to state major features. Do not give any details. Leave the details for the body paragraphs.

Paragraph 3 (First Body Paragraph)

State the first major feature

Describe the first major feature

Paragraph 4 (Second Body Paragraph)

State the second major feature

Describe the second major feature

Describe the relationship between the features (if any)

Let's develop the answer applying this structure.

Paraphrasing the Question

This is the first paragraph of our IELTS Task 1 essay. This paragraph is all about paraphrasing the question statement. That means you will restate the question sentence in your language without changing the meaning of the original sentence.

This paragraph conveys an impression to the examiner how well you have understood the question.

Let's look at the actual question statement that we are using:

"The tables below show sales of fairtrade coffee and bananas in five countries in Europe in 1999 and 2004."

We can paraphrase this statement as below:

"The tables show the sales of fairtrade coffee and bananas in five European countries for the years 1999 and 2004. The countries included in the tables are the United Kingdom, Switzerland, Denmark, Belgium, and Sweden."

That's it, quite simple. Our first paragraph is complete, and you have already written 35 out of 150 words. Let's move to the next part of the essay, the Overview Paragraph.

Overview Paragraph

An overview paragraph simply presents a summary of the main features that you are going to discuss in the body paragraphs. This is the second and the most important paragraph for IELTS Task 1 essay (The first paragraph was all about paraphrasing the question statement). Without writing an overview paragraph in Task 1, you cannot expect more than 5 band score in IELTS Writing section.

An overview paragraph contains only 1 or 2 sentences. It is all about stating the major features that we have identified in the second stage of our 6-step-strategy. The role of this paragraph is to convey an outline of the report. That means, by reading this paragraph, the examiner will get the idea about the features that you are going to describe in the body paragraphs.

Previously, we identified these two points:

1. Switzerland had the highest volume of fairtrade-labelled coffee sales in 1999, but overtaken by the UK in 2004
2. Denmark had the highest rate of increase in fairtrade banana sales, but the UK was the leading fairtrade banana seller in both periods.

The overview paragraph is all about stating these points.

Let's form the paragraph:

"Overall, Switzerland had the highest volume of fairtrade-labelled coffee sales in 1999, which was overtaken by the United Kingdom in 2004. However, though the UK was the leading seller of fairtrade bananas in both years, Denmark had the highest rate of increase in 2004 compared to the previous period."

Quite simple. Previously we wrote 35 words for the first paragraph (paraphrasing the question sentence). Just now, we have added 49 more words to write the 2nd paragraph (Overview paragraph). That means, we've completed the 1st two of our 4 paragraph IELTS Task 1 essay.

Therefore, we're already halfway through. It's time to move on to the Body Paragraph 1 and Body Paragraph 2, respectively.

First Body Paragraph

In the overview paragraph, we have provided a summary of the significant features that we found in the diagram. But we didn't describe anything there. We saved the description for the body paragraphs.

In this section, we are going to show how to write the body paragraphs for an IELTS Task 1 report.

Previously, we identified these two main points in this table question:

1. Switzerland had the highest volume of fairtrade-labelled coffee sales in 1999, but overtaken by the UK in 2004
2. Denmark had the highest rate of increase in fairtrade banana sales, but the UK was the leading fairtrade banana seller in both periods.

We will describe the first point in the first body paragraph and the second point in the second body paragraph.

Let's form the first body paragraph.

"In 1999, the highest sale of fairtrade coffee was in Switzerland, with a total of 3 million euros. However, it was surpassed by the United Kingdom in 2004, rising from only 1.5 million euros in 1999 to 20 million euros in 2004, making the nation the leading fairtrade-labelled coffee seller in 2004. During the same period, all the other four countries also witnessed a slight rise of the fairtrade coffee sales in 2004."

We have just added 73 more words to complete the first body paragraph. That means we have already finished 75% of our IELTS Task 1 essay! See how simple it is! We are just describing the major features that we can easily see in the diagrams.

We've written 35 for the first, 49 for the second and 73 words for the third paragraph. That means we have already written 157 words, whereas we are required to write at least 150 words. That's wonderful, we have met the minimum word requirement.

However, as we have one more paragraph to write, let's not be worried about the words. Let's only focus on to write the next paragraph properly, because it is completely okay to write around 200-250 words in a Task 1 response.

Second Body Paragraph

Body paragraph 2 is the final paragraph of our IELTS Task 1 essay. Once we have already completed describing the first main feature, a significant part of the discussion is already covered. That means, now we can forget the completed part of the table, in other words, looking at the leftover part of the question would be data table to write the second body paragraph. That's why we say this is the easiest paragraph in a task 1 essay.

Now, let's turn to the major point that we identified in the:

1. Switzerland had the highest volume of fairtrade-labelled coffee sales in 1999, but overtaken by the UK in 2004

2. Denmark had the highest rate of increase in fairtrade banana sales, but the UK was the leading fairtrade banana seller in both periods.

We have described the first point in the first body paragraph. Now, we are going to write the second major feature to form this second body paragraph. Let's do it:

"On the other hand, the sales of fairtrade-labelled bananas also presented growth between 1999 and 2004, and the highest sales were in the United Kingdom in both periods, with a total of 15 and 47 million euros, respectively. However, Denmark had the highest percentage rise of fairtrade banana sales, increasing from 0.6 million euros in 1999 to 4 million euros in 2004. In contrast, Belgium and Sweden witnessed a decline in the latter period, falling the banana sales from 1.8 to 1 million and 2 to 0.9 million euros in 2004."

We've added 91 more words to the previous 142, and just finished the final part of our 4-paragraph essay. That means, we have answered to an IELTS Task 1 bar chart question using 248 words, which convincingly fulfils the minimum word requirement (150 words) for a task 1 response.

Great work! We appreciate your patience and dedication for hanging on with us.

Now let's see how the complete response looks like.

Question

The tables below show sales of fairtrade coffee and bananas in five countries in Europe in 1999 and 2004.

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

Sales of Fairtrade-labelled coffee and bananas (1999 & 2004)

Coffee	1999 (millions of euros)	2004 (millions of euros)
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Bananas	1999 (millions of euros)	2004 (millions of euros)
UK	15	47
Switzerland	1	5.5
Denmark	0.6	4
Belgium	1.8	1
Sweden	2	0.9

Finished Response

"The tables show the sales of fairtrade coffee and bananas in five European countries for the years 1999 and 2004. The countries included in the tables are the United Kingdom, Switzerland, Denmark, Belgium, and Sweden.

Overall, Switzerland had the highest volume of fairtrade-labelled coffee sales in 1999, which was overtaken by the United Kingdom in 2004. However, though the UK was the leading seller of fairtrade bananas in both years, Denmark had the highest rate of increase in 2004 compared to the previous period.

In 1999, the highest sale of fairtrade coffee was in Switzerland, with a total of 3 million euros. However, it was surpassed by the United Kingdom in 2004, rising from only 1.5 million euros in 1999 to 20 million euros in 2004, making the nation the leading fairtrade-labelled coffee seller in 2004. During the same period, all the other four countries also witnessed a slight rise of the fairtrade coffee sales in 2004.

On the other hand, the sales of fairtrade-labelled bananas also presented growth between 1999 and 2004, and the highest sales were in the United Kingdom in both periods, with a total of 15 and 47 million euros, respectively. However, Denmark had the highest percentage rise of fairtrade banana sales, increasing from 0.6 million euros in 1999 to 4 million euros in 2004. In contrast, Belgium and Sweden witnessed a decline in the latter period, falling the banana sales from 1.8 to 1 million and 2 to 0.9 million euros in 2004."

With that done, we have written a response to a map question applying our proven effective 6-step-strategy.

Excellent! Great effort! Now you know how to give a high band response to an IELTS Academic Task 1 question. It's your turn to put it into practice.

Thank You
