The structure of the IELTS Academic Writing Task 1 (Report Writing):

Introduction:

Introduction (*never copy word for word from the question*) restating the rubric question

Overview

 General trend (*what the diagrams indicate at a first glance*).

Main features in
+ Comparison and Contrast of the data. (Do not give all the figures.), rising, falling trends
+ Most striking features of the graph.

Key feature 1:

Describing main features providing all the possible details and figures

Don’t describe separately but in comparison

Key feature 2:

Describing main features providing all the possible details and figures

Don’t describe separately but in comparison

****Vocabulary for the Introduction Part:

|  |  |  |  |
| --- | --- | --- | --- |
| **Starting** | **Presentation Type** | **Verb** | **Description** |
| The/ the given / the supplied / the presented / the shown / the provided | diagram / table / figure / illustration / graph / chart / / pie chart / bar graph/ line graph / table data... |  represents / depicts / enumerates / illustrates / presents/ gives / provides / delineates/ outlines/ describes / delineates/ expresses/ denotes/ compares/ shows contrast / indicates / figures / gives data on / gives information on/ presents information about/ shows data about/ demonstrates/ summarises... | the comparison of…the differences…the changes...the number of…information on…data on…the proportion of…the amount of…information on...data about...comparative data...the trend of...the percentages of...the ratio of...how the...  |

**Example :**

1. The diagram shows employment rates among adults in four European countries from 1925 to 1985.
2. The given pie charts represent the proportion of male and female employees in 6 broad categories, dividing into manual and non-manual occupations in Australia, between 2010 and 2015.
3. The chart gives information about consumer expenditures on six products in four countries namely Germany, Italy, Britain and France.
4. The supplied bar graph compares the number of male and female graduates in three developing countries while the table data presents the overall literacy rate in these countries.
5. The bar graph and the table data depict the water consumption in different sectors in five regions.
6. The bar graph enumerates the money spent on different research projects while the column graph demonstrates the fund sources over a decade, commencing from 1981.
7. The line graph delineates the proportion of male and female employees in three different sectors in Australia between 2010 and 2015.

General Statement Part:

The General statement is the first sentence (or two) you write in your reporting. It should always deal with:

**What + Where + When.**

Example: The diagram presents information on the percentages of teachers who have expressed their views about different problems they face when dealing with children in three Australian schools from 2001 to 2005.

**What** = the percentages of teachers...
**Where** = three Australian schools....
**When** = from 2001 to 2005...

A good General statement should always have these parts.

Overview

In general, In common, Generally speaking, Overall, It is obvious, As is observed, As a general trend, As can be seen, As an overall trend,  As is presented, It can be clearly seen that, At the first glance, it is clear, At the onset, it is clear that, A glance at the graphs reveals that...

**Example:**

1. In general, the employment opportunities increased till 1970 and then declined throughout the next decade.
2. As is observed, the figures for imprisonment in the five mentioned countries show no overall pattern, rather shows the considerable fluctuations from country to country.
3. Generally speaking, citizens in the USA had a far better life standard than that of remaining countries.
4. As can be seen, the highest number of passengers used the London Underground station at 8:00 in the morning and at 6:00 in the evening.
5. Generally speaking, more men were engaged in managerial positions in 1987 than that of women in New York in this year.
6. As an overall trend, the number of crimes reported increased fairly rapidly until the mid-seventies, remained constant for five years and finally, dropped to 20 cases a week after 1982.
7. At a first glance, it is clear that more percentages of native university pupils violated regulations and rules than the foreign students did during this period.
8. At the onset, it is clear that drinking in public and drink driving were the most common reasons for the US citizens to be arrested in 2014.
9. Overall, the leisure hours enjoyed by males, regardless of their employment status, was much higher than that of women.

**Tips:**

3. DO NOT give numbers, percentages or quantity in your general trend. Rather give the most striking feature of the graph that could be easily understood at a glance. Thus it is suggested to AVOID

Wrong general statement (overview)

*"A glance at the graphs reveals that 70% male were employed in 2001 while 40 thousand women in this year had jobs."*

Correct general statement (overview)

And use a format /comparison like the following:

***"A glance at the graphs reveals that more men were employed than their female counterpart in 2001 and almost two-third females were jobless in the same year. "***

 Vocabulary to Start the Key feature section

1. As is presented in the diagram(s)/ graph(s)/ pie chart(s)/ table...
2. As (is) shown in the illustration...
3. As can be seen in the...
4. As the diagrams suggest...
5. According to the...
6. Categorically speaking...
7. Getting back to the details...
8. Now, turning to the details....
9. The table data clearly shows that...
10. The diagram reveals that...
11. The data suggest that...
12. The graph gives figure...
13. It is interesting to note that...

**Date, month & year related Vocabulary and Grammatical rules:**

* **Between  ...(year/ month)...  and  ...(year/ month)...**
* **From  ...(year/ month/ day/date)...  to  ...(year/ month/day/date)...**
* **In  ...(year/ month)...**
* **On  ...(day/ day of the week/ a date)...**
* **At ......,  In ......,  By ......**
* **During  ... (year)...**
* **Over the period/ over the century/ later half of the year/ the year...**
* **Over the next/ past/ previous ........ days/ weeks/ months/ years/ decades...**
* **Compare and contrast:**
* **Useful Vocabulary to make Comparison and Contrast:**
*
* » Similarly, In a similar fashion, In the same way, Same as, As much as, Meanwhile.
* » However, On the contrary, on the other hand, in contrast.
*
* Make sure you the appropriate comparative and superlative form of the words when you make a comparison. Here is a basic overview of the comparative and superlative forms to help you remember what you already know.

**Vocabulary - Using the appropriate "Prepositions":**
» It started **at**..., The sale started **at** $20..., It peaked **at**...
»Itr reached **at/to**..., It reached the lowest point /nadir **at**...
»It increased **to** 80 **from** 58. It decreased **from** 10 **to** 3.
»There was a drop **of** six units. It dropped **by** 3 units.
»It declined **by** 15%. There was a 10% drop **in** the next three years.