

WRITING

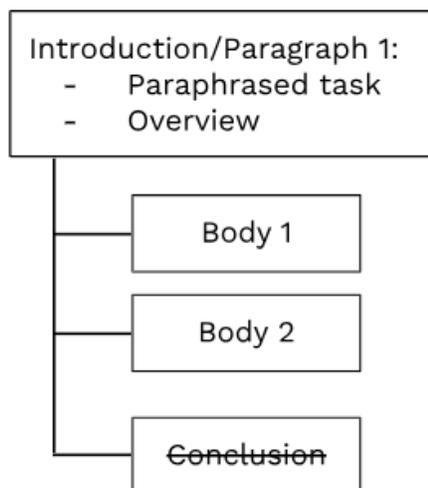
Writing Task 1: 150 words

Time given: 20 mins

Tips: Try to write **170 (min) - 220 (max)** words

Types of Diagrams:

- Line graph
- Bar chart
- Pie chart
- Tables
- Maps
- Flowchart (very rare)



1. Paragraph 1 (1 to 3 sentences)

Sentence 1 (INTRODUCTION): The first sentence should give a general description of the diagram(s).

- “The diagram provides data on the percentage of.”
- “over a one-hundred-year period.”
- Use synonyms throughout. (E.g.: Electrical appliances // Labour-saving devices)
- First part should be general, no figures/data yet. Just the topic, what you can see, no overview just yet.

Paraphrase the question!

From this (the question):

- “The pie charts below show the average household expenditure in Japan and Malaysia in the year 2005.”
- “The map shows changes that took place in Youngsville in New Zealand over a 25-year period 1980-2005.”

To this:

- “The presented pie chart provides a comprehensive overview of the average household spending in Japan and Malaysia across five different categories in the year 2010.”
- “The map reveals how Youngsville has developed over the course of 25 years.”

Sentence 2-3 (OVERVIEW): Sentence 2 should give the overview of BOTH/ENTIRE diagram(s).

Overview for line graph, bar chart, pie chart, table

- Make it ‘general’. Avoid mentioning numbers/percentage.

→ Try to include **general idea of the trend** and **comparisons**

Example:

- *“In general the number of visitors from all three countries **increased**, meanwhile the US and the UK **accounted for the most tourists** throughout the given timeframe.”*
- *“Overall, **the biggest spending proportion in both countries** lies in housing, food and other goods and services. As for the other two figures, Japan's expenses were shown to have double the amount of percentage **compared to Malaysia**.”*

Overview for maps

- Write the most **noticeable difference** between the two maps
- Write general statement about the maps

Example:

- *“In general, it is depicted that the greener rural town had transformed into a modernised city with more industrial and recreational areas.”*
- *“Overall, a comparison of the two maps reveals a complete transformation from a largely rural to a mainly urban area.”*

2. Paragraph 2 to 3

When grouping data within paragraphs, you should ensure that similar items are presented together in a logical flow. Effective ways to do this:

1. **Group by category:** Group related items based on their type or classification.
2. **Group by trend:** Highlight patterns in the data, such as increasing, decreasing, or fluctuating trends over time.
3. **Group by time frame:** Organize data chronologically, discussing changes over days, weeks, months, or years.
4. **Group by comparison:** Compare and contrast related elements, e.g.: Sales performance across different regions or customer preferences across demographics.
5. **Group by cause and effect:** Explain how one factor influences another, e.g.: The impact of seasonal changes on product demand.

Useful vocabularies that can be used in many types of diagrams:

Common Percentage-to-Fraction Conversions

Memorize these common ones to save time:

- 50%: $\frac{1}{2}$ (one-half)
- 33.3%: $\frac{1}{3}$ (one-third)
- 66.6%: $\frac{2}{3}$ (two-thirds)
- 25%: $\frac{1}{4}$ (one-quarter)

Vocabularies can be used for:

- Pie chart ✓
- Line graph ✓
- Bar chart ✓
- Tables ✓
- Maps ✗
- Flowchart ✗

- 75%: $\frac{3}{4}$ (three-quarters)
- 20%: $\frac{1}{5}$ (one-fifth)
- 40%: $\frac{2}{5}$ (two-fifths)
- 60%: $\frac{3}{5}$ (three-fifths)
- 80%: $\frac{4}{5}$ (four-fifths)

Tips: Use linking devices to enhance organization

Line Graphs

ALWAYS REMEMBER TO HIGHLIGHT THE TENSE (past/present/future) OF GIVEN TASK

→ Describe upward and downward trend

Stability / Minimal change

- Remain stable → “The population **remained stable** throughout the decade.”
- Maintain the same level → “Sales **maintained the same level** for five years.”

Slight increase or decrease / Very small or gradual changes

- A slight rise → “There was a **slight rise** in the birth rate.”
- A gradual growth → “There was a **gradual growth** in the housing market.”
- A slight drop → “The graph shows a **slight drop** in demand.”
- A minor decrease → “A **minor decrease** was observed in 2018.”
- Increase/Decline → “Profits **increased** slightly by 2% / The temperature **declined** slightly.”
- Rise/Drop marginally → “The number of students **rose marginally** / The sales figures **dropped marginally**.”
 - “Marginal” means very small or insignificant when describing changes in a graph. It is often used for slight increases or decreases.
- A marginal increase → “The company reported a **marginal increase** in revenue.”
- Go up gradually → “The unemployment rate **went up gradually**.”
- Dip slightly → “There was a **slight dip** in interest rates.”
 - “Dip” means a small and temporary decrease
 - “Drop” means a bigger and more significant decrease
 - “Decline” means a slow, steady decrease

Bar Chart

ALWAYS REMEMBER TO HIGHLIGHT THE TENSE (past/present/future) OF GIVEN TASK

- **Compare differences:** “Higher than”, “Lower than”, “Twice as much as”, “Three times more than”, “Slightly more than”, “Significantly less than”
- **Describe increases/decreases:** “Sales increased”, “Revenue dropped”, “Profits fell by 20%”
- **Show stability:** “The figures remained constant at 500”, “The number of participants stayed the same”

Pie Chart

ALWAYS REMEMBER TO HIGHLIGHT THE TENSE (past/present/future) OF GIVEN TASK

- Focus on describing **proportions**, **comparison**, and **dominance** rather than trends over time.
- Since pie charts represent a whole divided into parts, the key vocabulary should highlight percentages, fractions, and relative sizes.

Vocabulary for larger and small proportions

Large proportions:

- The majority → “**The majority** of sales came from online purchases (55%).”
- A significant portion → “**A significant portion** of the budget was spent on marketing (40%).”
- The largest → “**The largest** share of energy consumption was from electricity (45%).”
- More than half → “**More than half** of the respondents preferred coffee (52%).”
- A dominant percentage → “**A dominant percentage** of revenue was from product sales (60%).”

Small proportions:

- A small fraction → “**A small fraction** of users preferred tablets (8%).”
- A minority → “**A minority** of employees worked remotely (10%).”
- An insignificant amount → “**An insignificant amount** of funds was allocated to research (3%).”
- The smallest segment → “**The smallest segment** of the chart represent paper waste (5%).”

Vocabulary for comparing sections

Comparing two segments:

- Twice as much as... → “Spending on food was **twice as much as** transportations (40% vs. 20%).”
- Three times more than... → “Company A’s revenue was **three times more than** Company B’s (30% vs. 10%).”
- Slightly higher than... → “The proportion of female students was **slightly higher than** males (51% vs. 49%).”
- Nearly the same as... → “The percentage of mobile users was **nearly the same as** laptop users (35% vs. 33%).”

Comparing multiple segments:

- The second largest segment was... → “**The second largest segment** was entertainment expenses (30%).”
- The smallest and largest sections were... → “**The smallest section** was books (5%), while **the largest** was rent (50%).”

- Followed by... → “The majority of users preferred Instagram (45%), **followed by** Tiktok (30%).”

Vocabulary for percentage-based descriptions

- Exactly half → “**Exactly half** of the budget was spent on advertising (50%).”
- Roughly one-third → “**Roughly one-third** of the population owns a smartphone (33%).”
- A quarter of → “**A quarter** of the sales came from Europe (25%).”
- Less than a fifth → “**Less than a fifth** of employees cycle to work (18%).”

Maps

ALWAYS REMEMBER TO HIGHLIGHT THE TENSE (past/present/future) OF GIVEN TASK

Describing general changes

- Transformed into → “The farmland was **transformed into** a residential area.”
- Converted into → “The warehouse was **converted into** a shopping mall.”
- Developed into → “The small village **developed into** a large town.”
- Modernised → “The railway station was **modernised** to accommodate more passengers.”
- Expanded → “The city centre **expanded** towards the east.”

Describing additions

- Constructed → “A new shopping complex was **constructed** in the northern part of the town.”
- Built → “A new bridge was **built** across the river.”
- Introduced → “A bicycle lane was **introduced** along the main road.”
- Established → “A new university was **established** in the area.”

Describing removals/demolitions

- Demolished → “The old factory was **demolished** to make way for a park.”
- Removed → “The playground was **removed** and replaced with a parking lot.”
→ “The park was demolished.” is incorrect because “demolished” refers to tearing down buildings or structures, not open spaces like parks.
- Cleared → “The forest area was **cleared** to build a highway.”

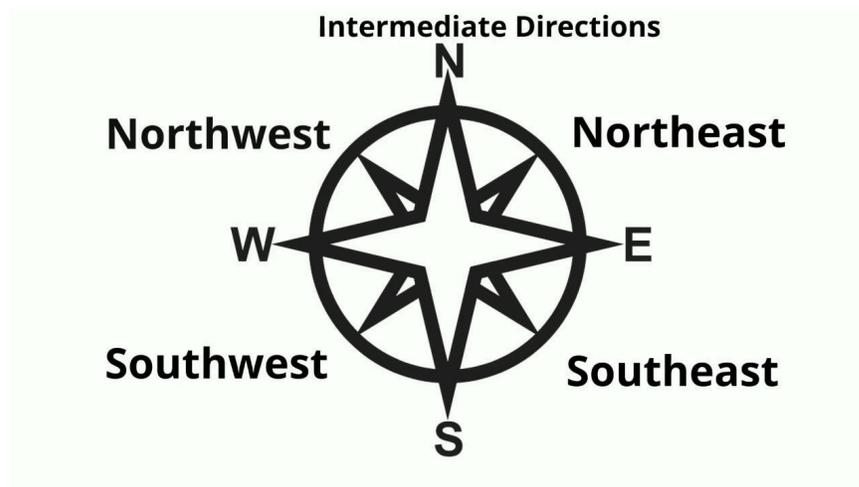
Describing stability (no changes)

- Remained unchanged → “The town centre **remained unchanged**.”
- Was left untouched → “The park was **left untouched** despite urban expansion.”
- Stayed the same → “The location of the school **stayed the same**.”

Make use of compass/cardinal directions

- South → “The railway line was extended to the **south**, connecting the capital to smaller towns.”
- North → “A new residential area was developed in the **north**, replacing the old industrial zone.”

- East → “The airport was expanded to the **east**, adding a new terminal and parking area.”
- West → “A shopping mall was constructed in the **west**, replacing a large open field.”
- Northeast → “A new highway was built in the **northeast**, improving access to the city centre.”
- Northwest → “The park was relocated to the **northwest**, making space for a new commercial district.”
- Southeast → “The industrial area was shifted to the **southeast** to reduce pollution in residential zones.”
- Southwest → “A hospital was constructed in the **southwest** to serve the growing suburban population.”



Flowchart

- Use present simple for general processes: In process descriptions, we use the **present simple tense** because the process is a **general fact** or a **repeated action**.
- The steps happen every time the process is carried out, so we describe them as if they are always true.

Example:

- “The liquid is heated to 100°C.” ✓ (General fact → happens every time)
- “The liquid will be heated to 100°C.” ✗ (Future tense → sounds like it’s only happening once in the future)

Sentence 1 (INTRODUCTION): “The diagram **illustrates** a recycling process, **describing a series of nine stages** through which used plastic bottles are...”

Body:

- Sequential (First, then, followed by, etc.)
- Show how the **steps** in the process are **linked** in terms of **consequence**
E.g.: *“The crushing process is necessary to produce pieces that are sufficiently small.”*

Sequence words (step-by-step order)

- First / Firstly / To begin with → *“**Firstly**, the raw materials are collected.”*
- Next / Then / After that → *“**Next**, the mixture is heated at a high temperature.”*
- Subsequently / Following this → *“**Subsequently**, the liquid is cooled to form a solid.”*
- Finally / At the final stage / Ultimately → *“**Finally**, the product is packaged and shipped to stores.”*

Cause and effect words

- As a result / Consequently / This leads to → *“**As a result**, the impurities are removed.”*
- Which results in / Causing / Leading to → *“The water is heated, **causing** steam to form.”*
- Due to / Because of → *“**Due to** high pressure, the gas turns into a liquid.”*

Passive voice (common for process descriptions)

- *“The materials are mixed in a large container.”*
- *“The mixture is heated to 100°C.”*
- *“The final product is stored in warehouses.”*

Words for repetitive cycles

- This process is repeated → *“The filtration **process is repeated** several times.”*
- The cycle continues → *“The water evaporates, and **the cycle continues**.”*
- It goes through multiple stages → *“The raw material **goes through multiple stages** before completion.”*

Words for inputs and outputs

- Raw materials are fed into... → *“The **raw materials are fed into** the machine.”*
- The output consists of... → *“**The output consists of** purified gas and water.”*
- It is converted into... → *“The liquid **is converted into** steam.”*