

Structuring the task

Introduction

1. Rephrase the question
2. Give an overall summary of the task. If there is only one chart state the categories with the highest and lowest figures. If there is more than one chart, you should just state the category with the highest figure for each chart.

Body

If there is only one chart then look for a logical separation point in the chart. For instance, you could divide the data in the chart into two paragraphs, by putting the categories with the highest figures in one chart and the categories with the lowest figures in another. If there is more than one chart, you could have a paragraph to describe each chart. In this case structure the paragraphs by describing the categories from the highest to the lowest.

Note: you should not write a conclusion unless you have less than 150 words. If you need to write a conclusion, you can write a paragraph that rephrases your first paragraph to get to the required 150 word limit.