1. **Graph**

**Paraphrase the question:**

* The graph/chart/table/diagram gives information about/on

provides information about/on

* Show = illustrate = express = demonstrate = represents = describe
* Spending on = expenditure on
* Percentage = proportion = the rate of = the data
* the number of = the figure for = the amount of (uncountable noun) = the data
* Gives reason why (đưa ra lý do nếu biểu đồ đưa ra lý do cho vấn đề nào đó)
* Explains why ( chỉ dùng nêu biểu ồ có đưa ra giải thích)
* Compares (chỉ khi có một vài nội dung được so sánh)

Note: avoid “It is clear that,…” for overview

* compared with
* emit = discharge
* recover to the initial point
* nearly equal
* approximately = roughly
* at the end.

**Overview and body:**

|  |  |
| --- | --- |
| **start a paragraph:** | * According to the graph/figures … * It is clear that … * It can be seen that … * It is noticeable that ... * Overall, * Generally, * In general/ common * It’s obvious that * As can be seen |
| **Contrast words** | * In contrast * However * whereas/while * On the other hand |
| **Linking phrases** | * In addition * Furthermore * Overall, it could be seen that ... * According to the data ... * It is clear that ... |
| **Time expressions** | * in the year 2000 * at the end/beginning of the period * over/throughout/during the period in question * by 2000 * between 1998 and 2000 * decade = 10 year |
| **The last Paragraph:** | * Overall, * To sum up, |
| **For describing a process** | * The first step is that … * Firstly, Secondly, Finally * Next, * The following step is that… The next step it that … * After this, * Following this, … * At the first stage ... |
| **For describing a map** | * According to the map, … * Another notable development … * One more striking change … * It is clear that the principal change ... * Looking at the map in more detail it can be seen that ... |

|  |  |  |
| --- | --- | --- |
| **Trend** | **Verb** | **Noun** |
|  | Increase  Rise  Grow  Go up  Climb | Increase  Rise  Growth  Upward trend |
|  | Rocket  Soar  Leap  Jump | Rocket  Soar  Leap  Jump |
|  | Decrease  Fall/fall down  Go down  Reduce  Decline  Drop | Decrease  Fall  Downward trend  Reduction  Decline  Drop |
|  | Plunge  Slump  Dive  Plummet  Dip | Plunge  Slump  Dive  Plummet  Dip |
|  | Fluctuate  Oscillate  Wave  Vary | Fluctuation  Variation |
|  | Remain / Stay stable  Remain / Stay unchanged  Stabilize  To be unchanged | Stability |
|  | Reach a peak  Reach / hit the highest point | |
|  | Reach a bottom  Reach / hit the lowest point  Fall to a low | |

Vocabularies describe the change’s speed

|  |  |  |
| --- | --- | --- |
| **Adjective** | **Adverb** | **Meaning** |
| Dramatic  Sharp  Enormous  Substantial  Considerable  Significant  Rapid  Tremendous  Remarkable  Noticeable | Dramatically  Sharply  Enormously  Substantially  Considerably  Significantly  Rapidly  Tremendously  Remarkably  Noticeably | Large, speed and clearly |
| Moderate  Constant  Progressive | Moderately  Constantly  Progressively | Normal change |
| Slight  Marginal  Minimal  Steady  Slow  Gradual | Slightly  Marginally  Minimally  Steadily  Slowly  Gradually | Small change |

|  |  |  |
| --- | --- | --- |
| **Preposition** | **Using** | **Example** |
| To | The speed of the change | In 2010, the unemployment rate increased to 5% |
| By | The change in a particular interval | In 2018, the rate of school enrolment in Viet Duc Primary School fell by 2% (from 15% to 13%) |
| With | Describe the promotion/percentage | He won the election with 53% of the vote |
| At | A specific number |  |
|  |  |  |

**Describe the percentage**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ratio** | **Using** | **Ratio** | **Using** |
| 5% | a small fraction | 30% | Nearly a third |
| 10% | One in ten, a tenth | 33% | A third, one-third |
| 15% | Less than a fith | 50% | A half |
| 20% | A fifth | 65% | Nearly two-third |
| 25% | A quarter | 75% | Three-quarter |

**Nearly, Almost, Around (Gần như)**

**Over, More than (Quá)**

**Threefold (gấp 3 lần)**

**Verbs for describing percentage:** account for = make up = consist of = comprise + ... %

1. **Process**

**Introduction:**

* The flowchart /the diagram/ timline
* The diagram demonstrates / show the procedures/ the various stages/ steps in producing a …
* The diagram shows each stage of producing a….

|  |  |
| --- | --- |
| X = the chart/diagram | * X shows/describe/illustrates how + clause * X shows/describe/illustrates how + noun * X provides/ gives information about… |

|  |  |
| --- | --- |
| **Verb** | **Past participle** |
| Grow | Grown |
| Sow | Sown |
| Sell | Sold |
| Take | Took |
| Wrap | Wrapped |
| **Verb** | **Past participle** |
| Hold | Held |
| Grind | Grinded |
| Put | Put |
| Cut | Cut |
| Weave | Weaved |

**Common words and phrases to show time**

|  |  |  |  |
| --- | --- | --- | --- |
| First | As soon as | While | Begin |
| Next | When | From there | Start |
| Then | As | Finally | In the beginning |
| After | At the same =meanwhile=simultaneously | End | Next to the last |

**Linking word:**

|  |  |  |
| --- | --- | --- |
| **Next…** | **The first stage is…** | **The last stage is…** |
| Then | First of all | Finally |
| After that | The first step is that | The last step is |
| The next step is that | To begin with |  |
| Following this | Initially |  |
| The following step is that |  |  |
| and then |  |  |
| after which |  |  |
| Subsequently |  |  |
| At this point |  |  |

**In order for**

**In order to**

**In order that +clause**

**So that + clause**

**So as to**

1. **Map**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Make bigger** | **Take away** | **Add new st** | **Change into st else** | **General statements about changes** |
| Enlarge | Cut down | Build | Convert | Industrialize |
| Expand | Demolish | Erect | Make into | Modernize |
| Extend | Knock down | Introduce | Redevelope | Urbanize |
|  | Pull down |  | Replace |  |
|  | Remove |  | Transform |  |
|  |  |  | Turn into |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Verb** | **Noun** | **Verb** | **Noun** |
| Demolish | Demolition | Cut down | Cutting down |
| Construct | Construction | Transform | Trasnformation |
| Build | Building | Industrialize | Industrialization |
| Open | Opening | Erect | Erection |
| Knock down | Knocking down | Modernize | Modernization |
| Expand | Expansion | Urbanize | Urbanization |
| Convert | Conversion | Redevelope | Redevelopment |
| Introduce | Introduction | Pedestrianize | Pedestrianization |
| Replace | Replacement | Enlarge | Enlargement |
| Extend | Extension | Disappear | Disappearance |

**The table illustrates how much beef was exported in five various countries in three different years 2012, 2014 and 2016.**

**It can be seen that Brazil dominated in beef export during the given period with the quantity higher than that of four other countries combined. Besides, Japan had the highest growth rate in exporting this kind of meat.**

**According to the data given, Japan and Brazil showed the clear upward trend. The beef export quantity of Brazil increased moderately, from 125465 tonnes to 130307 after two years and got the higest point in 2016, at 137650 tonnes. Besides, Japan only sold to foreign 224 tonnes of beef in 2012 but in next four years, it experienced the significant growth, at 633 in 2014, which was followed by a peak of 1005 tonnes in 2016.**

**On the other hand, beef exported quantity in three nations else was decreased in this survey period. Uruguay exported beef with the highest amount of this group, around 44,4 thousand tonnes in 2012, reached the bottom in 2014 with 40 thousand tonnes before climbed again around 42 thousand tonnes in 2016. In addition, beef export section of Norway and Switzerland was not developed, . Furthermore, Switzerland exported quantity only 23 tonnes in 2012 and decreased by 1 unit after four years.**