

## Introduction

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1. Given is a/are two
  1. diagram illustrating the process by which [thing] is [done]/Interaction between ...
  2. graphs/figures/pie charts/line graphs/column graphs/bar graphs concerning/comparing/providing a comparison [of/between something] in [place] in [year]/during the period from... to... as well as... in these regions.
3. A glance at the (two) graph/figure/pie chart/table(s) provided reveals
  1. the relative popularity of [thing] among [ppl] in [place] in [year].
  2. some/a number of striking similarities/clear differences between [thing] in terms of [length/age/scale] in [place] during the period from... to...
4. The chart/graph gives information regarding...
5. DIAGRAM - The [thing] is/are **denoted** by [symbol], while the [thing] is/are **marked** as [symbol].

paraphrase tips:

between 1980 and 2012 = over a period of 32 years/over the period shown the figure for...

## Body 正文

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### • Opening Sentences

1. It is evident/apparent from the information supplied that ...
2. From the information supplied, it is evident that ...
3. As shown in the figure, ...
4. While ..., it seems that ...
5. One particular interesting fact highlighted by the figure is that ...
6. Also evident/noteworthy is the fact that ...
7. Not surprisingly, ... Equally predictable is the fact that ...
8. As for/with regard to {thing}, ...
9. It is also interesting to note that ...
10. In stark contrast, however, ...
11. In contrast to [party], ...
12. Yet, by far the most significant change to take place during the period in question was ...
13. There were also considerable decreases in ...

- **Line Graph 折线图**

1. 现在时 - From a negligible [value], the [figure] soars to [value] among ...
2. 过去式 - From [value] in [yr], [figure] climbed steadily to [figure] in [yr], before soaring to a staggering [value] in [yr].
3. Increasing from approximately [value] in [year] to [value] in [year], [thing] then plunged to a low of just [value] in the [time].
4. The [figure/thing], meanwhile, **fluctuated at somewhere between** [value n value] prior to [time], before **dropping sharply** to less than [value] in [time].
5. This is/was followed by an **exponential growth**, with [thing/figure] reaching **a peak of** [value].
6. The [time, eg. latter half of the century; following 5 yrs; subsequent decades], however, saw a sustained decline/rapid growth in this figure, to somewhere in the vicinity of [value] in [time], followed by a steady fall/rise.
7. Second in terms of [thing] was [party]. This [party] saw a threefold increase during the period in question, from [value] in [yr] to [value] in [yr].
8. Just one year later, A overtook B as the primary source of...
9. ... increased by progressively small amounts and reached...
10. ... rose at an increasingly rapid rate, reaching [number] by [year] and [number] in [year].

- **Pie Chart 饼状图**

1. As for [figure], men outnumber women 24 to 1.
2. Overall, the number of [thing, eg. men and women studying part time] **outnumbered** those [studying full-time] **by a significant margin.**
3. Some 70% of the [thing] are [what], while the remainder are [what].
4. Of these [things], [thing] is/was the most ...
5. Not a single respondent to the survey rated [thing] as ... in [yr]. However, by [yr] this figure stood at [value] — the second highest overall.
6. Also more popular is [thing], at [value] in [yr] compared to [value] a decade earlier.
7. [Thing] — which was the second most [what] in [yr], accounting for [percent] of respondents — slipped to a mere [percent] in [yr].
8. [Thing] was far more common in [party] than in any other [party] listed.
9. The prevalence of [thing] in [party] was double that of [party] and triple that of [party].
10. [Party], meanwhile, had moderate levels of [thing].
11. spending on A varied widely in the 3 year and was in the range of 7-16% of the total budget.
12. in [year], x% of A did ..., while the equivalent figure for B was y%.
13. Both UK and USA saw an increase in ..., from x1% to x2% in UK and from y1% to y2% in USA.
14. Sth account for the highest proportion of UK ... in both years, but only the third highest proportion in USA.
15. British spent only half as much in relative terms on X as US residents.
16. In both countries, A and B took roughly x% and y% of the budgets respectively.

17. the majority of ... were over 40 years of age. To be precise, ...% of them were aged 50 or more, and ...% aged between 40 and 49. Younger adults were in the minority, with...
18. In Poland, however, studies take almost half the expenditure at 43%, followed by transport at 26%.
19. take the vast majority

vocab: account for/make up x%

- **Column/bar Graph 柱状图**

1. By far the most common [thing] for this group, [thing] and [thing], were [done] a staggering [value] and [value] respectively.
2. Numbering (some) [value], [thing] was the second for this group.
3. Third (in terms of ...) was [thing]
  1. , at approximately [value].
  2. . An approximate [value] of [thing] were [done] on [party] during the year in question.
4. [Thing] and [thing] were considerably less common, at [value] and [value] respectively.
5. [Thing] doubled from around [eg100] in [yr] to well over [eg200] in [yr].
6. The number of [thing] over the [eg.3] periods fluctuated, dropping from approximately [value] to [value]. (When X axis is time)
7. For [party], the trajectory was less consistent rising sharply in the [time, eg. first decade] and then tapering off to an almost identical level to that of [party] in [time].
8. The ... partially follow this pattern.
9. [figure] lies roughly between these two extremes.

The chart below shows the number of men and women in further education in Britain in three periods and whether they were studying full-time or part-time.



Overall, the number of men and women studying part-time outnumbered those studying full-time by a significant margin. While both modes were relatively similar between the sexes, there was some variance, especially in the 1990s when the number of women studying part-time increased substantially.

With regards to full-time education, male students approximately doubled from around 100,000 in 1970 to well over 200,000 by the end of 1991. For women, the trajectory was less consistent rising sharply in the first decade and then tapering off to an almost identical level to that of men in the 1990s.

The number of males engaged in part-time study over the three periods fluctuated, dropping from approximately 1 million to 900,000 over the three periods; meanwhile, the females studying part-time steadily increased from nearly 800,000 in 1970-71 to well above a million in 1990-91.

10.

### • Table 表格

- Completed in [yr], the [thing] is the oldest of the [things] and also the longest, extending for [length].
- Likewise, the second oldest [thing] is also the second longest: built in [yr], the [thing] is some [length] in length.
- 2013 saw a rise of between 1 and 4 million tourist visits to each country, with the exception of China, which received 2 million fewer tourists than in the previous year.
- these figures were well over twice as high as those for any other country
- Interestingly, despite falling numbers of tourists, Chinese revenue from tourism rose by \$1.7 billion in 2013.

### • Process Diagram 流程图

- In the lower section of the diagram, [thing] are shown to ...
- Prior to [process], it is first necessary for [party] to ...
- At this point, [action] occurs.
- The second stage of the [process], entails the ...
- After being [done], the [things] are then [done] into ...

6. The former is [done] while the latter is [done] and the [things] produced thought these procedures are subsequently ...
- 7.

模板:

Intro: The first flow diagram illustrates the process of A production, and the second diagram shows steps in the process of recycling used A.

Overview: We can see that A is made using three main raw materials, and that the manufacturing process consists of four distinct stages. It requires five steps to turn used A into new A.

Body 1: At the first stage in X, A and B is mixed together. Next, the mixture is... to produce C. C can then be..., to create the end products, namely D.

Body 2: Process Y begins with collection of A, the collected A is..., and then... At the fourth stage of Y, A is... and the resulting B can finally be... to create...

- **how many steps**
- **where the process begins and ends**
- **each step in the process**

### **Language for process descriptions:**

- **'steps' language**
- **passive verbs**

- **At the first stage in the process**
- **The process begins with**
- **Secondly, Finally**
- **The second step involves**
- **Next, then, after that**
- **At the following stage**

- steps / stages in the process of
- consists of four distinct stages
- it requires five steps
- raw materials, end products
- production, manufacturing
- turn used glass into new products
- at the first stage, next, then, begins with
- are mixed, is heated, can be shaped
- is sorted according to
- can be moulded to create
- are mixed → this mixture
- collection → the collected glass
- is melted → the resulting molten glass

- **Comparison Diagram 对比图（通常是地图等）**
  - **Types**
    - Old design compared to New design(TENSE)
    - two Alternative designs
    - two Alternative locations on a map
  - **What to do**
    - describe the Differences or Changes
    - describe the Similarities or Things that Don't Change

模板：

Intro: The two pictures compare the current layout of A Place with a plan to redesign the same place.

Overview: We can see that the new design proposal involves making a few changes to A, mainly in the X area. There are no plans to change Y and Z areas.

Body 1: The most noticeable change from the existing to the proposed plan is that there will... when the building work has been done. This will be achieved by... With no..., the ... will also contain...

Body 2: To replace the current A, a new set of A1 will be installed... The B will be replaced with B1... Finally, the planned building work will also include the installation of ...

1. Located at [where, eg. the apex of three arterial roads] is [place].
2. Surrounding the [place] is [area]
3. Beyond this, meanwhile, is ...

4. A railway line/arterial road runs though the entire [area] from the northwest to the southeast.
5. [Thing] is likely to be situated in [place] and will be accessible by ...
6. [Thing] will probably be placed on the outskirts of [place] to the northwest. Access to this [thing] will be either by ... or by... as it will be situated ...