1. Is the data static or movement?
2. What the two axes show and what are the units?
3. Group the data and identify trends and exceptions
   1. Note: Remember that in the Test, you should look for trends and exceptions within each chart and also when comparing 2 or 3 charts together
4. Select the main features using figures
   1. You should use your red pen to highlight the figures on the charts which show the most noticeable figures in each group of data
5. You should spend about 5 minutes maximum on Steps 1 and 2 in our process. By this stage, you have about 15 minutes remaining for Task 1, so you need to work rapidly now.
6. For introduction paraphrase the explanatory part in your own words
7. Be careful of the tense that you use
8. you should summarize the key trends and the key exceptions that you have