1. Is the data static or movement?
2. You can say what is the ratio of something compared to the other ones (doubled, is one third of)
3. What the two axes show and what are the units?
4. 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
5. 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
6. 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.
7. For introduction paraphrase the explanatory part in your own words
8. Be careful of the tense that you use
9. you should summarize the key trends and the key exceptions that you have
10. write 1-2 sentences to say **what your graph shows and for what period of time** (if there is one)

when analyzing other writings ask yourself:

* 1. which of the data was used
  2. how are they grouped
  3. how are they ranked (or in what order are they spoken about)
  4. what is the special grammar and vocabulary used

The graph/table/pie chart/bar chart/diagram ...

* gives information about/on ...
* provides information about/on ...
* shows ...
* illustrates ...
* compares ...
* explains why ...
* describes ...
* draws the conclusion of (a survey) ...

**Example**: The pie charts provide information on the proportion of males and females working in agricultural sector.

Types of changes

**Nouns**

a rise (of)

an increase (of)

a growth (of)

a peak (of)

a surge (of)

**Example**: a rise of prices

a fall (in)

a decrease (in)

a decline (in)

a dip (in)

**Example**: a fall in prices

a fluctuation (of)

a variation (in)

**Example**: a fluctuation of prices

**Verbs**

to rise

to increase

to surge

to grow

to peak

surge

escalate

*Large rises:*

to rocket

to soar

to leap (->leapt)

to fall

to decrease

to decline

to dip

to dive

to plunge

*Large falls:*

to plummet

to fluctuate

to vary

Description of changes

**Adverbs**

sharply

suddenly

rapidly

abruptly

dramatically

significantly

considerably

markedly

wildly

**Example**: the prices rose sharply

slightly

gently

gradually

steadily

modestly

marginally

**Example**: the prices increased modestly

**Adjectives**

sharp

sudden

rapid

abrupt

dramatic

steep

significant

considerable

marked

substantial

spectacular

**Example**: there was a considerable growth

slight

gentle

gradual

steady

consistent

modest

marginal

**Example**: there was a gradual decline

Useful phrases

a small fraction, a small number, a small minority

a large portion, a significant majority

nearly a fifth, almost 10%, in region of 40%, more than a half, over a quarter, around two thirds, more or less three quarters, exactly one in ten, approximately a third

* *number of* = *quantity of* (not interchangeable with *amount of*)
* *spending* = *expenditure*
* *rate* = *percentage*
* *ratio* = *proportion*
* *information* = *data*
* *change* can be sometimes replaced by *increase*, *decrease* or *variation*
* *share* = *portion*
* *place* = *site*
* shows the number of people ... = shows how many people ...
* depicts changes in spending on ... = depicts how much changed spending on ...
* from 1985 to 1995 = between 1985 and 1995
* in 1985 = in the year 1985
* in 1985 and 1995 = in 1985 and 1995 respectively = in the years 1985 and 1995
* Attention with word *compare*! You can say:
*  *compares smth in terms of smth*   
  the charts compare two cities in terms of the number of employed people.
*  *compares smth in year1 and year2*   
  the graph compares the population in 2000 and 2013.
* two European countries → Finland and Sweden (it’s good to be more specific)
* a glance at the table reveals/reflects
* the remaining 7% is accounted for by over-grazing
* the least among the four is spent on …
* spent on a variety of other items
* Europe and the Americas share similar proportions and together are host to roughly one-third of the population while the inhabitants of Africa form a mere one-tenth
* 3 out of every 5 human being lives in Asia
* The second highest proportion
* Sweden favors landfills over the other two
* Is lower by a margin of 5%
* Which accounts for 12% less
* While the others formed a smaller group
* There are variations
* The pie chart details the …
* The table records the …
* Looking into the future, …
* It is thought that by 2025,