DESIGNING AND TEACHING PREPARATION COURSES FOR
IELTS WRITING
ACADEMIC TASK ONE

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ACADEMIC TASK 1
THE TASK

- Summarise the information
  - Select the main features
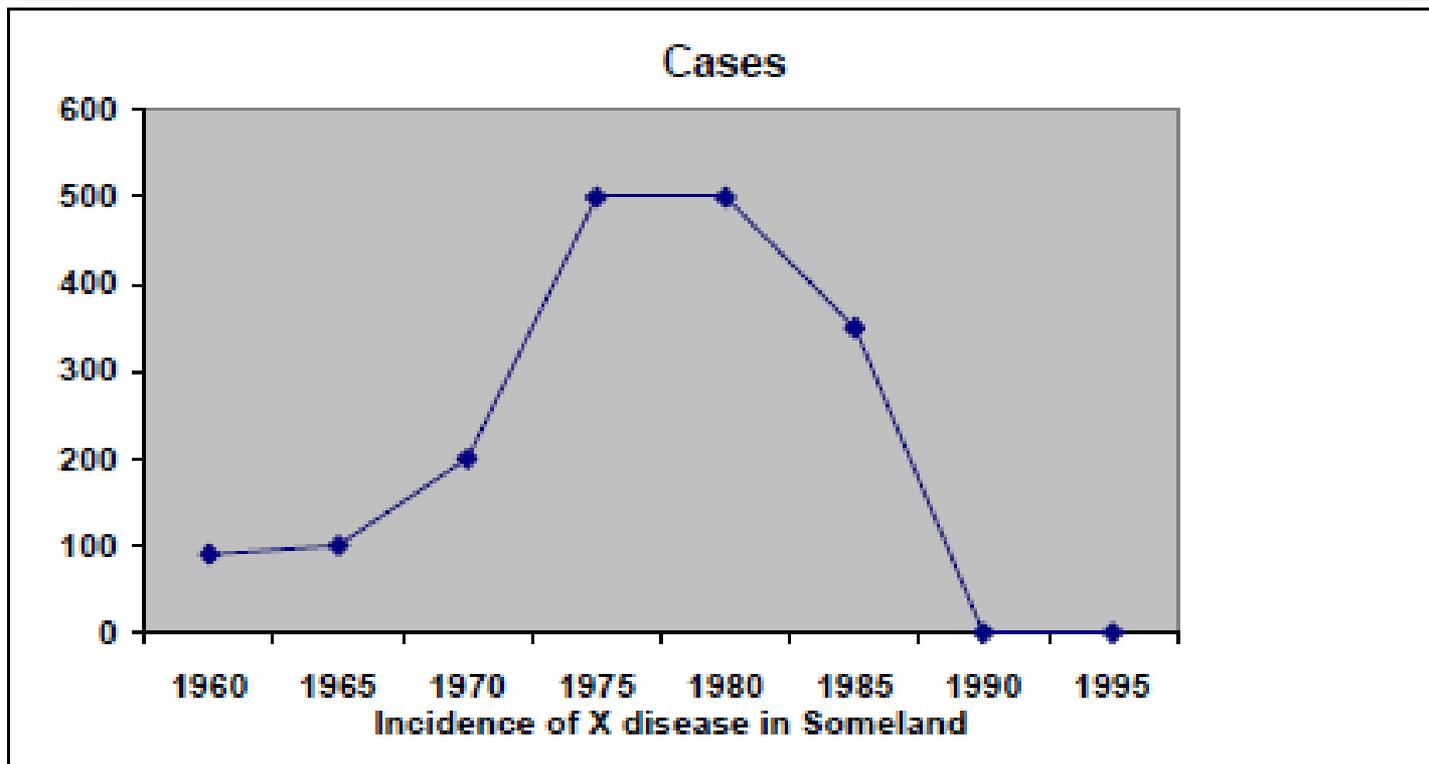 - Report the main features
- Make comparisons where relevant

- Write at least 150 words → 165-170 words
- No maximum word limit
- Write in about 20 minutes

GRAPHS

- Changes and trends
  - Values
  - Time periods
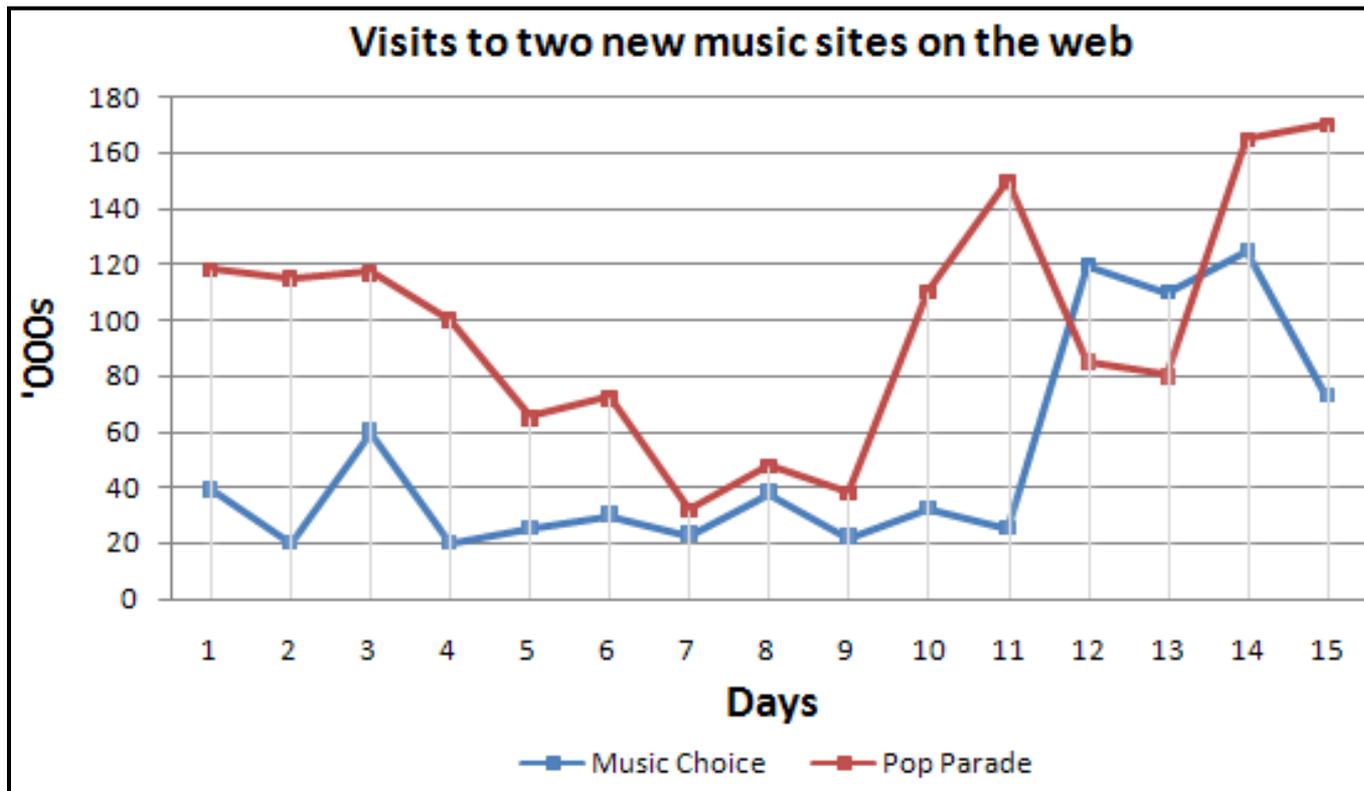 - Degree of change
  - Speed of change
  - Break points

GRAPHS

- Single-variable line graph

Cases

Incidence of X disease in Someland

GRAPHS

- Multiple-variable line graph

Visits to two new music sites on the web

GRAPHS

- Base vocabulary
  - Trends
    - Type
      - Upward
      - Downward
      - Static
      - Fluctuating

GRAPHS

- Base vocabulary
  - Degree of change
    - Slight
    - Marked
    - Significant
    - Dramatic

GRAPHS

- Base vocabulary
  - Speed of change
    - Slow
    - Steady
    - Rapid
    - Sudden

GRAPHS

- Grammar
  - Variety
    - adjective + noun
    - Verb + adverb
  - Tense
    - Past
    - Past + now
    - Past +future
    - future

GRAPHS

- Reporting values
  - X → Y
  - X + α
  - + α → Y
  - Proportion change
  - Percent change
  - Referencing
  - Rounding

GRAPHS

- Introduction
  - Paraphrase the question
    - The variable
   - Location
    - Time period

GRAPHS

- Summary/Conclusion: The big picture
  - Overall trend
    - Is there a trend that all of the lines follow (e.g. an overall increase)?
    - Numbers not necessary
  - Minimum and maximum
  - Most significant trends

GRAPHS

- Body
  - Sequence
    - Times: only those significant
    - Sequence language
  - Accuracy
  - Overview of main trends
    - Type
    - Speed
    - Intensity
  - Do not report all values/trends/specifics (e.g. speed or degree of change)
 - Comaprison

MULTIPLE-LINE GRAPHS

Thousands
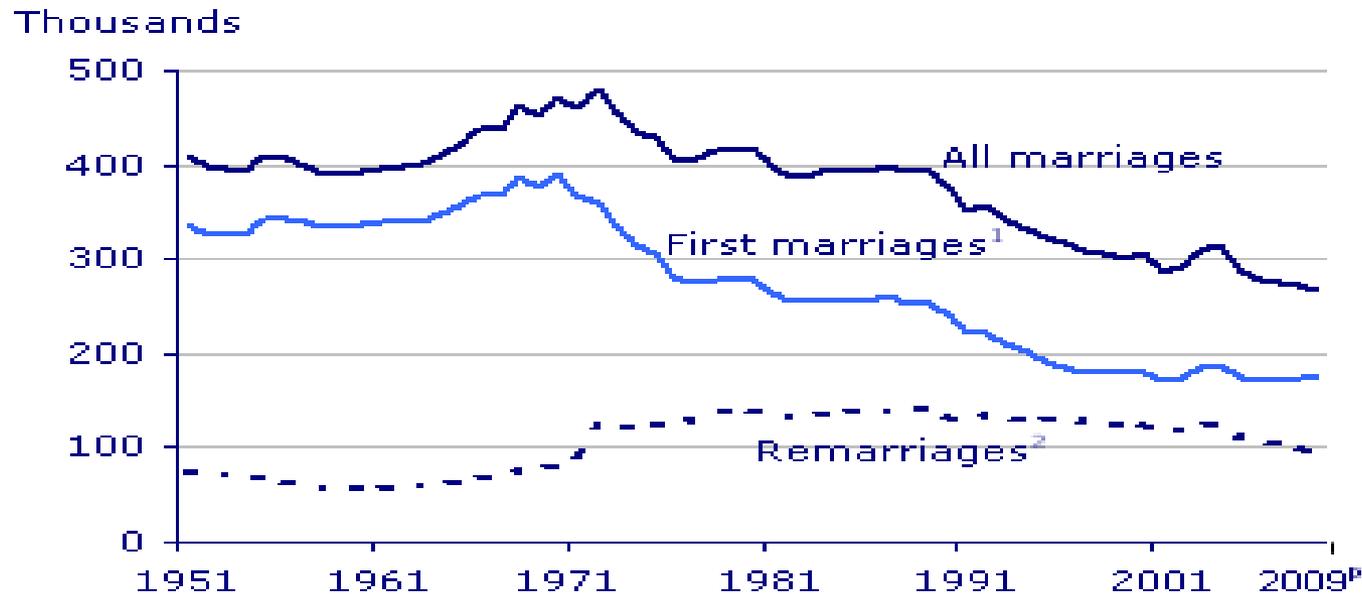
- 1st detail paragraph
  - compare the numbers for the first year (e.g. 1951), then describe the changes up to a key point on the graph (e.g. peak numbers in 1971).
- 2nd detail paragraph
  - explain the general trend for each line after the key point (1971), then compare the numbers for the last year shown (2009)
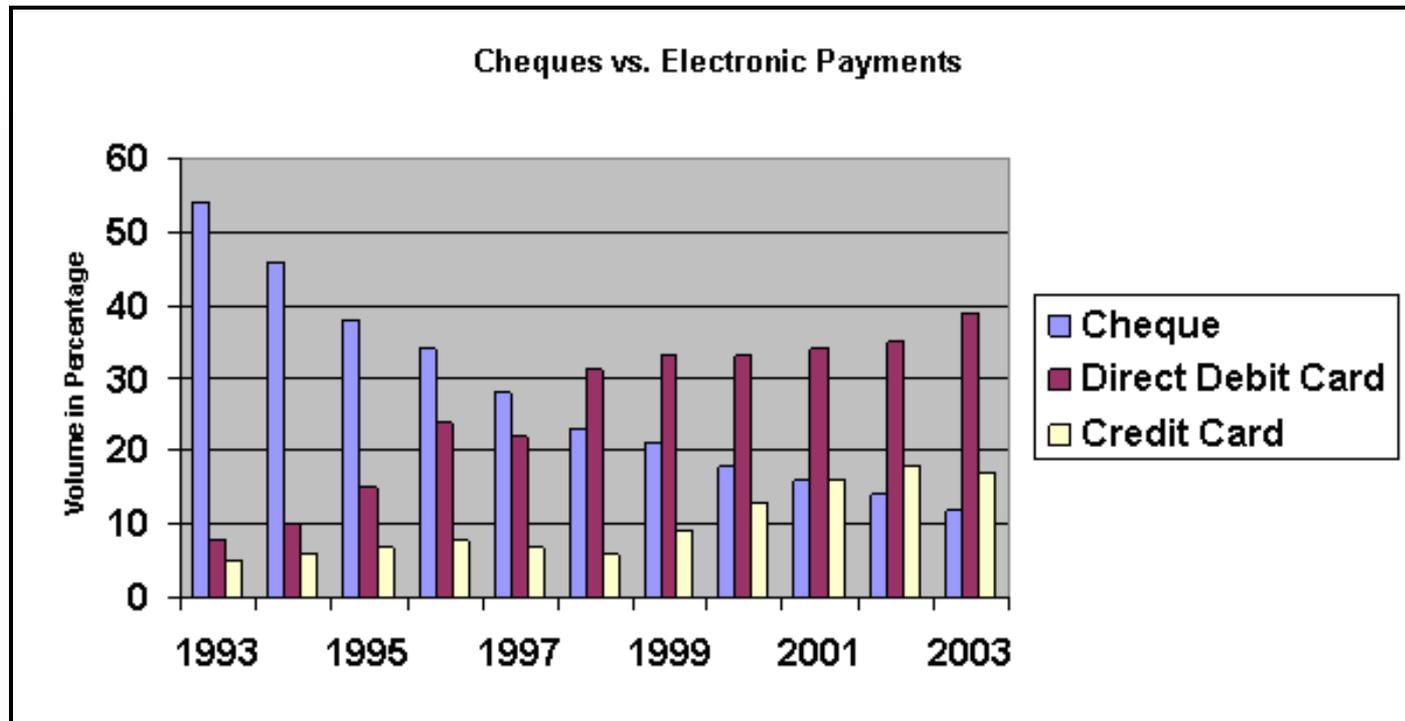
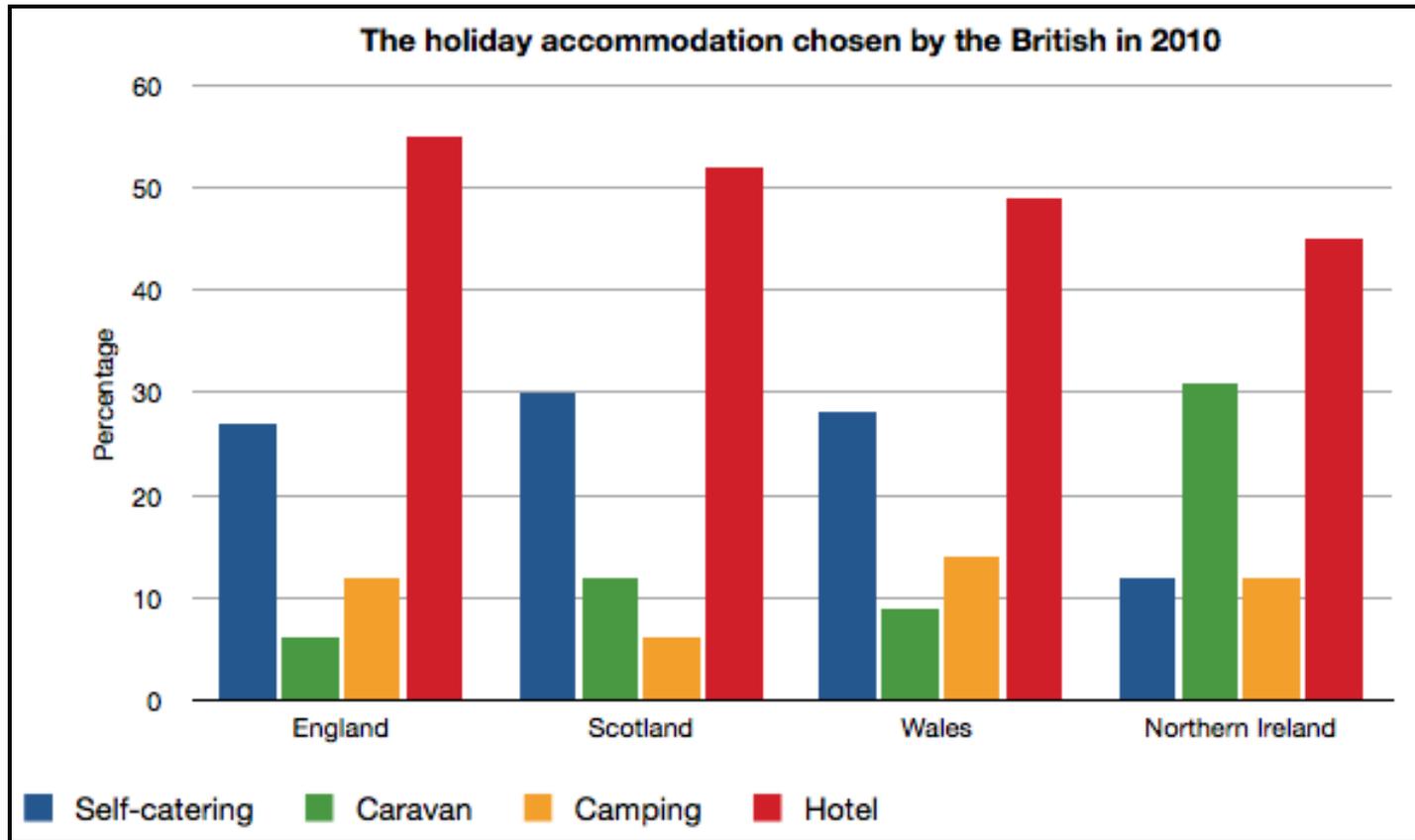# TREND BAR CHARTS

- Single-variable bar chart

Television sales (millions)

Year	Sales
1996	6
1997	8
1998	11
1999	10
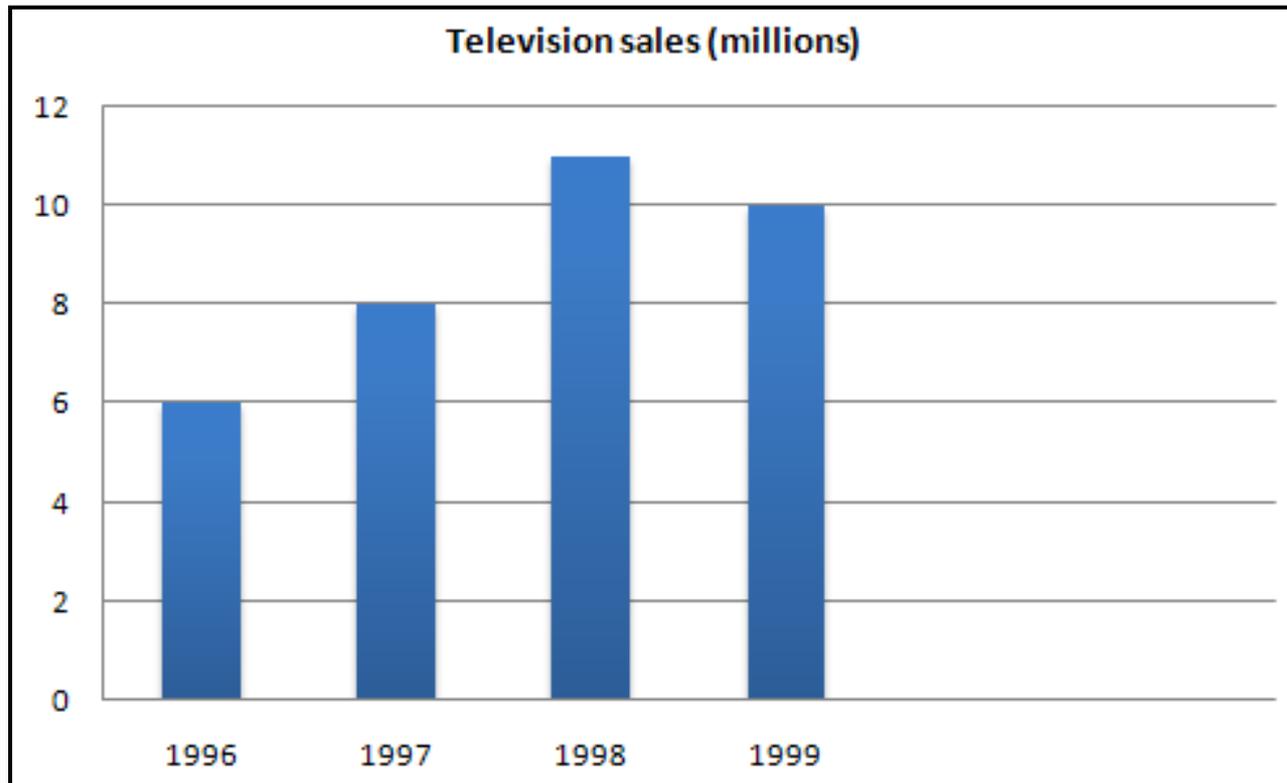
TREND BAR CHARTS
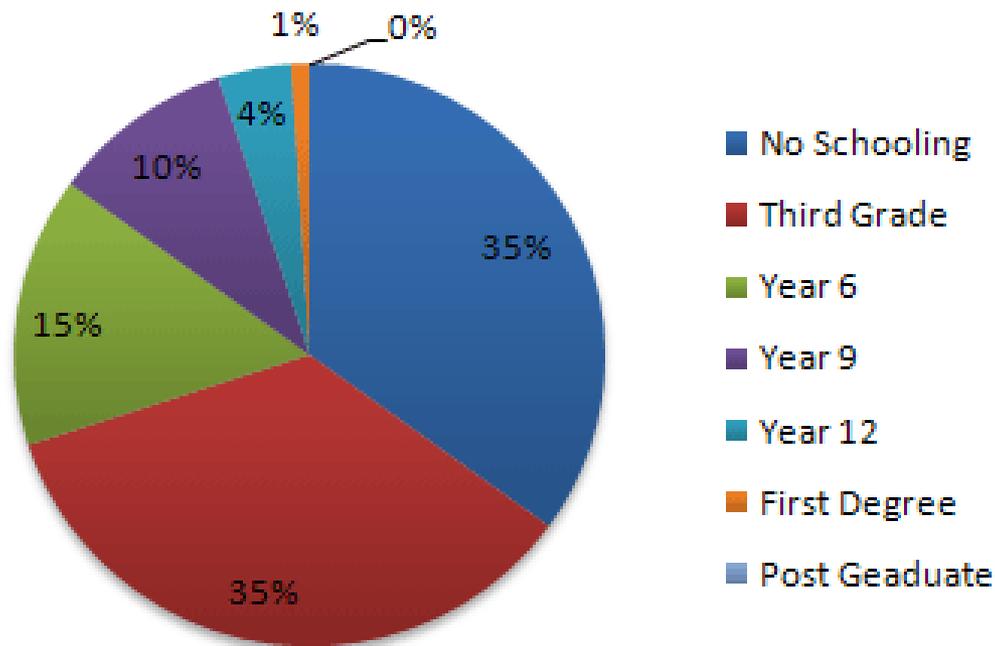
- Multiple-variable bar chart

COMPARISON BAR CHARTS

COMPARISON BAR CHARTS

- Select at least one key point for each item
- Compare with other items
- No trend language!
- Follow a logical report sequence

PIE CHARTS

Highest level of education of women in someland - 1945

■	No Schooling
■	Third Grade
■	Year 6
■	Year 9
■	Year 12
■	First Degree
■	Post Geaduate

1%   0%
4%
10%
15%
35%
35%

PIE CHARTS

- Proportions
- Multiple pie charts
  - Irrelevant → separate visuals
  - Sequence → graphs
  - Comparison → comparison bar charts

TABLES

Country	Food/Drinks/ Tobacco	Clothing/ Footwear	Leisure/ Education
Ireland	28.91%	6.43%	2.21%
Italy	16.36%	9.00%	3.20%
Spain	18.80%	6.51%	1.98%
Sweden	15.77%	5.40%	3.22%
Turkey	32.14%	6.63%	4.35%

TABLES
PARAPHRASING INFORMATION

Average distance in miles travelled per person per year

	1985	2000
Walking	255	237
Car	3,199	4,806

- *Don't* write:
  - Walking was 255 miles per person in 1985.
  - Car was the highest form of transport.

- *Do* write:
  - The average person <u>walked</u> 255 miles in 1985.
  - People <u>travelled</u> more miles by car than by any other form of transport.

PROCESS DIAGRAMS
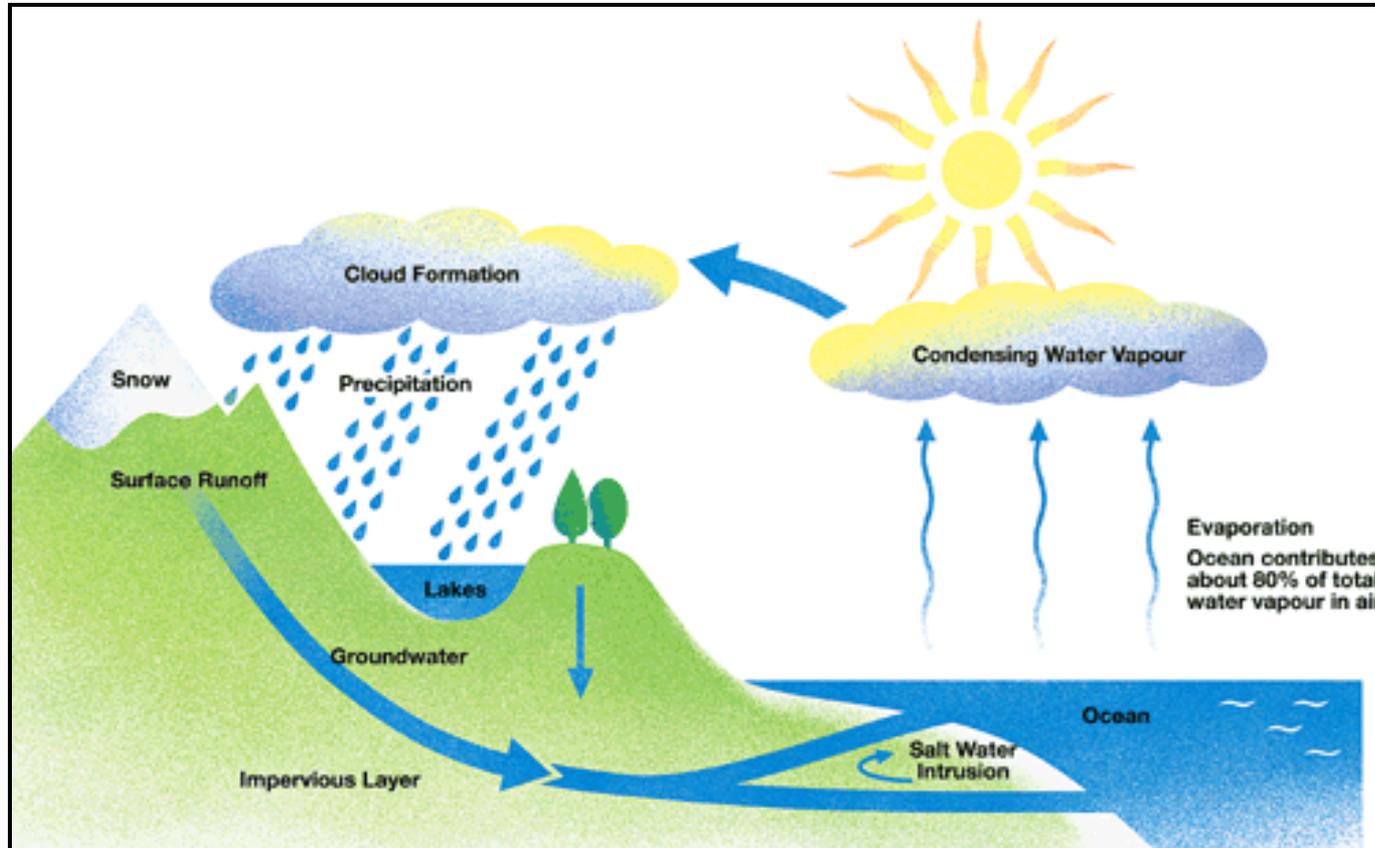
PROCESS DIAGRAMS

- How something is done or made/How a natural process occurs
- Always show steps/stages.
  - How many?
  - Sequence
  - Tense?
  - First stage: input or raw material?
  - Last stage: output or product?
  - Shapes and sizes

PROCESS DIAGRAMS

- Introduction
  - Paraphrase the question
- Summary/Conclusion
  - Number of steps
  - Number of general phases
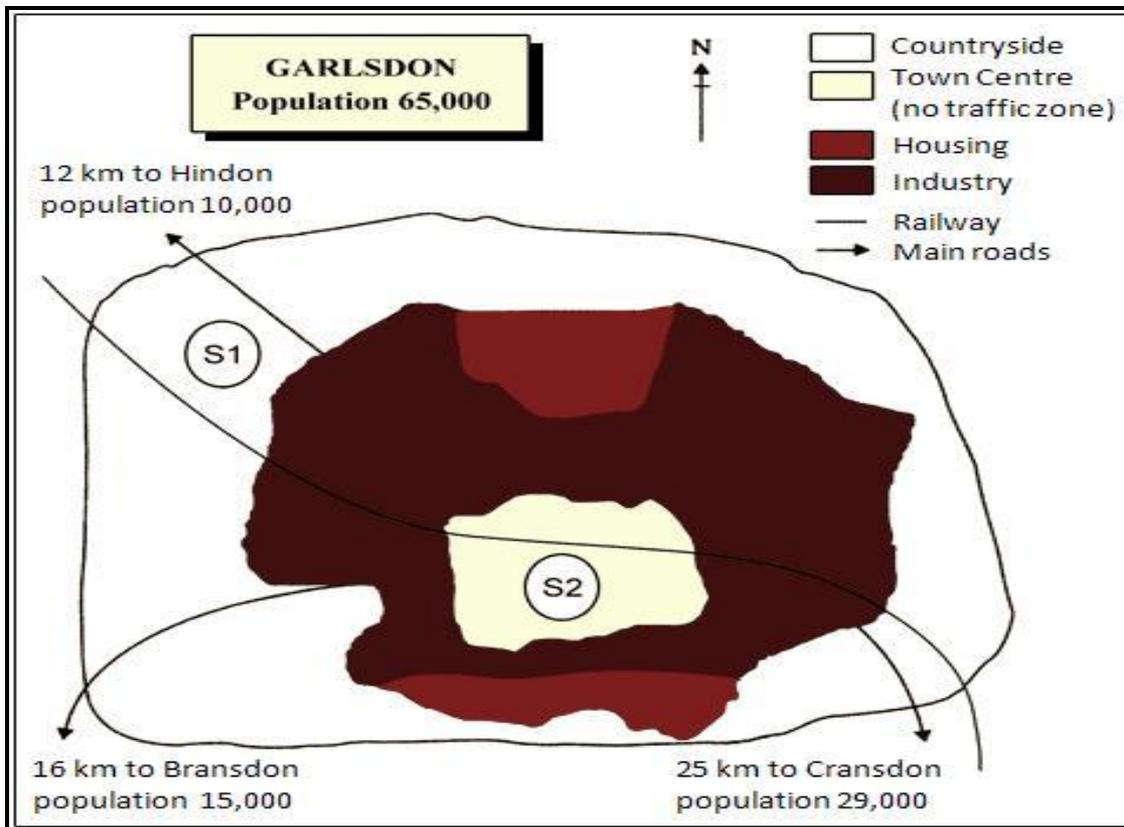 - Where/how the process begins and ends
  - Complex vs. simple

PROCESS DIAGRAMS

- Body:
  - 1 or two paragraphs
  - Describe the process step by step
  - Mention every stage in the process.
  - Include the first and last steps that you mentioned in the summary
  - Use 'sequencing' language.
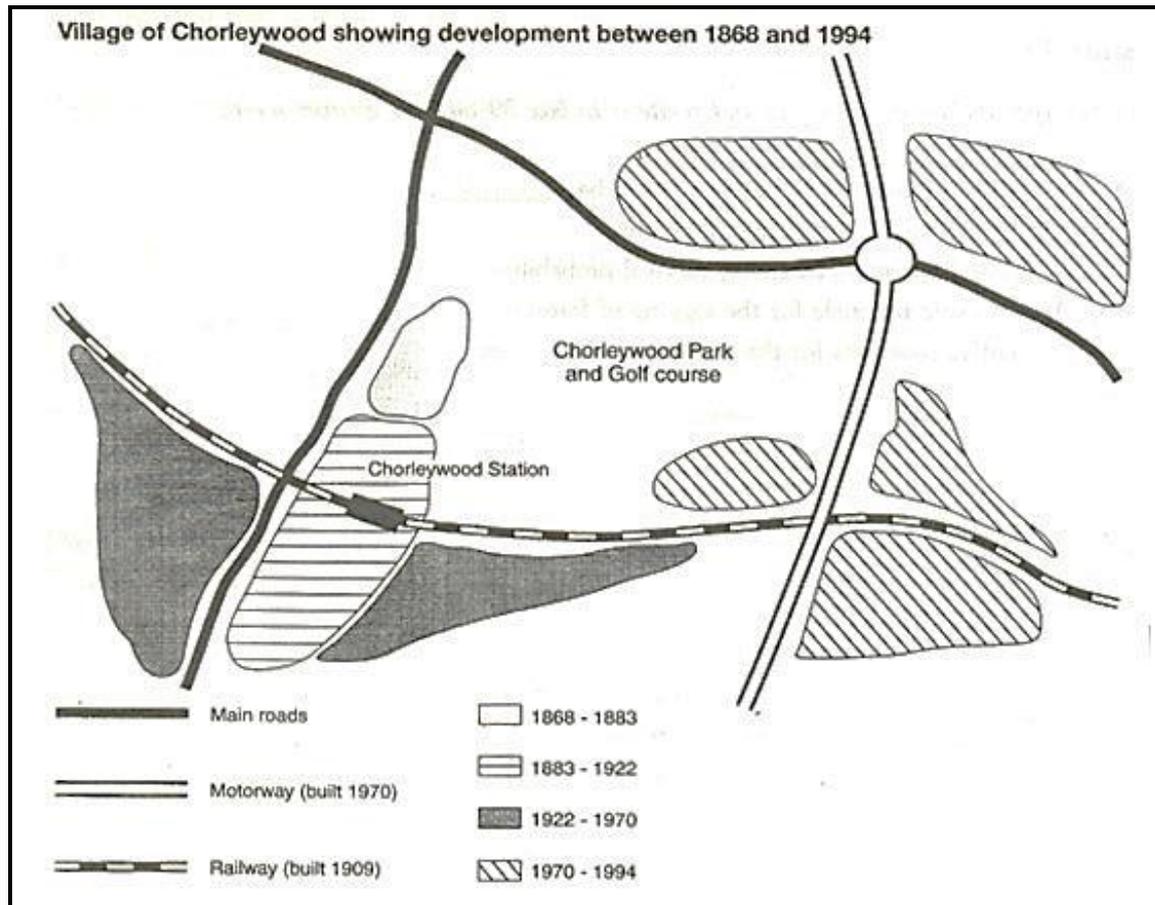 - Use the present simple tense.
  - Passive vs. Active

MAPS

- Comparison maps

DEVELOPMENT MAPS

- Development map

Village of Chorleywood showing development between 1868 and 1994

Chorleywood Park and Golf course

Chorleywood Station

Main roads

Motorway (built 1970)

Railway (built 1909)

1868 - 1883

1883 - 1922

1922 - 1970

1970 - 1994

MIXED TASKS