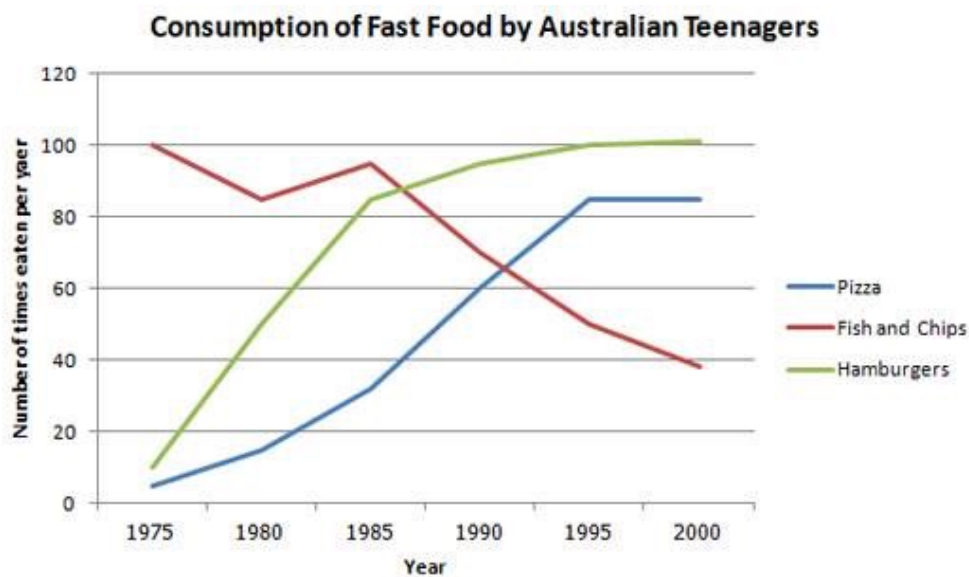


Line Graph Overview Tips

When analysing a line graph for your overview, you need to consider the following:

- Is there an element of time (years, months , before and after) ?
- Is there an overall **increase in any of the groups**? Is there an overall **decrease in any of the groups**? (*is the total value higher at the end of the given period than it is at the end?*) Did any of them **remain constant** from the beginning to the end? Did anything **fluctuate**(go up and down)?
- **How fast or how slow** (the rate) did the values increase or decrease?
- Which group **started with the highest value** and which group **ended with the lowest value**?



Example 1: Overall, the number of times young adults who consumed hamburgers and pizzas rose at varying speeds before plateauing in the later years, whereas fish and chips, which was initially the most consumed fast food, fluctuated before falling sharply until it became the least consumed convenience food.

Example 2 : Overall, the number of times that juveniles ate fish and chips fell, whereas the opposite trend can be seen in pizzas and hamburgers.

*We have past dates, and therefore, past tense structures, such as the past simple and the past perfect should be used.

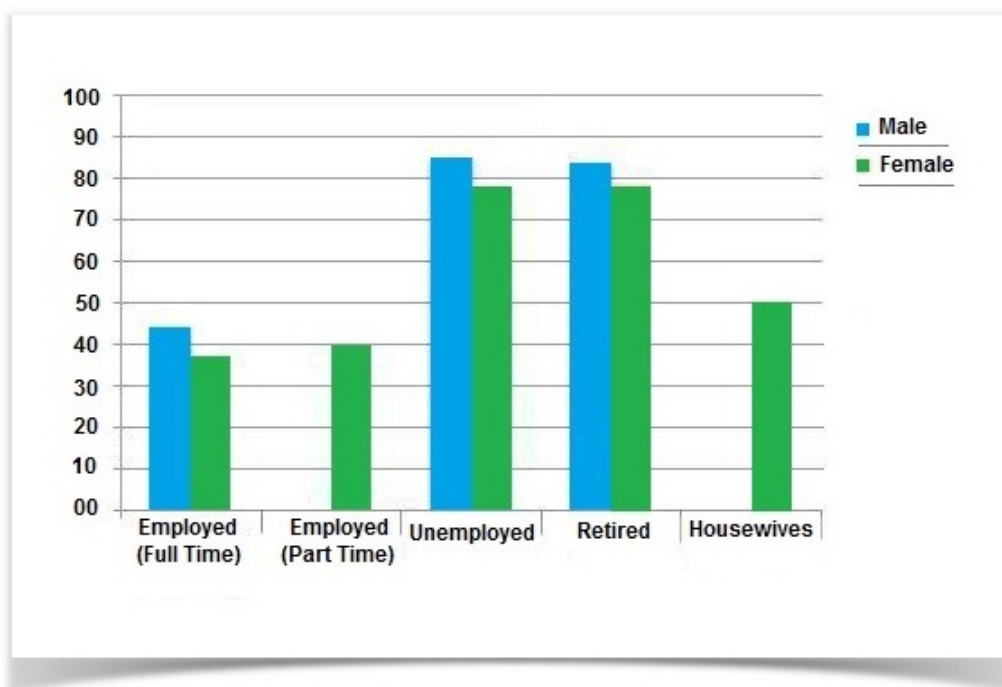
Bar Graph Overview Tips

When analysing a bar graph for your overview, you need to consider the following:

- Is there an element of time (years, months , before and after) ? If there is no direct time element, you can use the present tense!
- Is there an overall **increase in any of the groups**? Is there an overall **decrease in any of the groups**? (is the total value higher at the end of the given period than it is at the end?) Did any of them **remain constant** from the beginning to the end? Did anything **fluctuate** (go up and down)?
- **How fast or how slow** (the rate) did the values increase or decrease?
- Which group **started with the highest value** and which group **ended with the lowest value**?
- **You should use comparative language**

Always make sure to read the title of the graph(s)

The chart below shows the amount of leisure time enjoyed by men and women of different employment status in 1998-99.



Example 1: Overall, in the categories in which the figures for men are available, men enjoyed the most free time. In addition, women had time for leisure time whether they were employees or not.

Example 2: Overall, women enjoyed leisure time regardless of employment status, although men proved to have more free time in each of the categories that there is data for.

*If no date(s) are given, use present simple. However, in the graph above we have past dates. Therefore, past tense structures should be used.

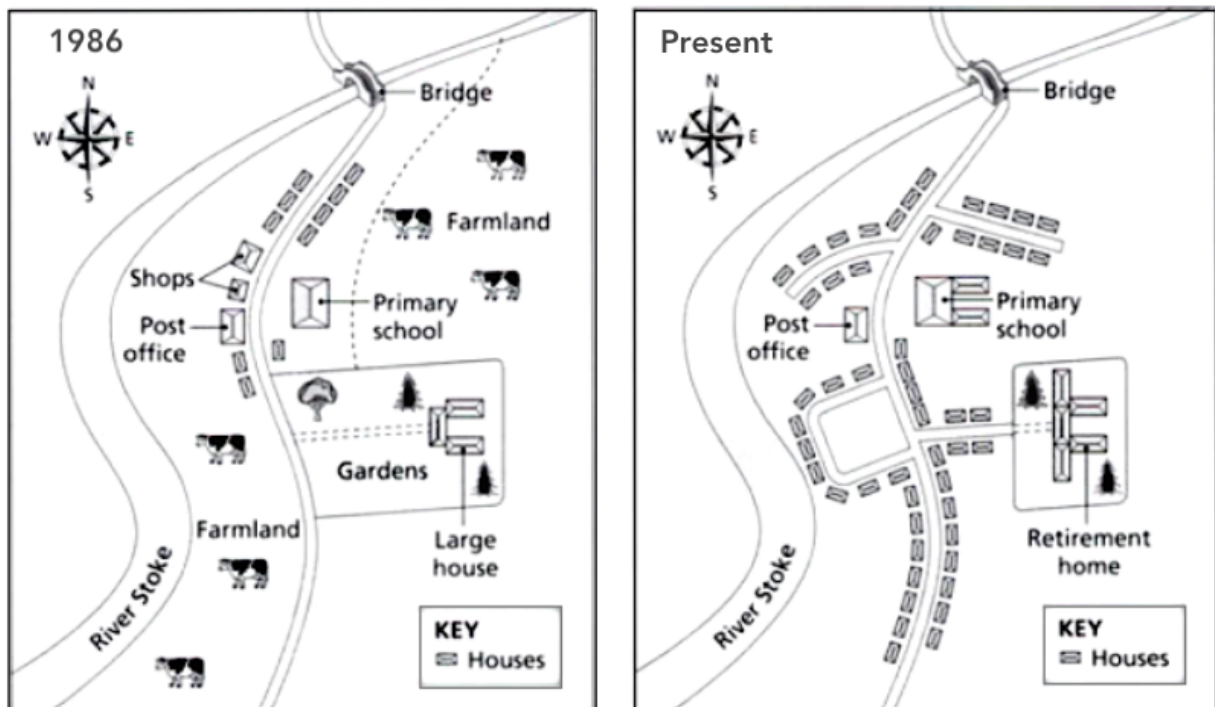
Map Overview Tips

When analysing a map or maps for your overview, you need to consider the following:

- What is present in the first map and what is present in the second? (and maybe even a third map?)
- Is the map residential ? Is the map industrial ? Is the map a countryside / farmland?
- Has there been any development /what has changed? (Has anything been added? Has anything been removed?)

You only need to be general and write one or three sentences (complex if possible)!
Try to group items . (facilities, housing, buildings)

The two maps below show the changes in the town of Denham from 1986 to the present day. Summarise the information by selecting and reporting the main features and make comparisons where relevant.'



In general, Denham, which was once suited for farming has been modernised with extra roads and many more residential buildings have been added too.

In general, new buildings, and roads have been added to Denham, which used to have a shop and plenty of farmland.

* **You should use the passive tense forms in these types of reports.**

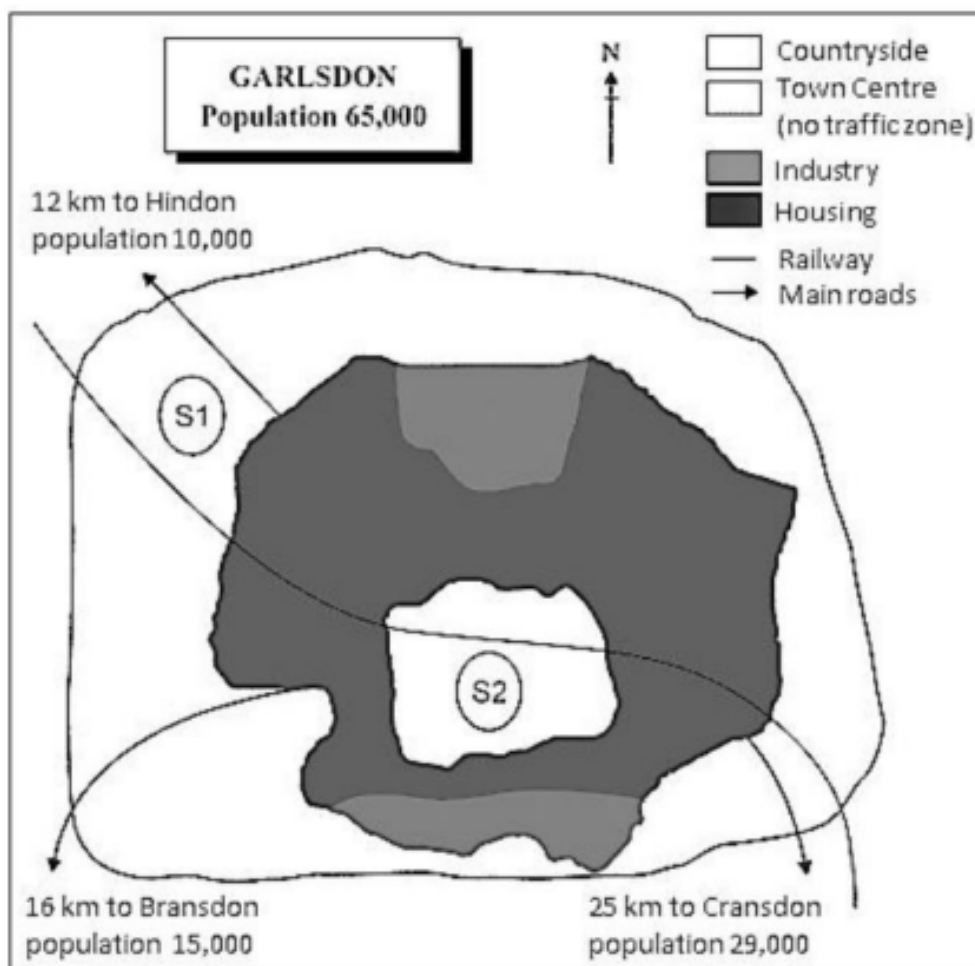
Single Map Overview Tips

When analysing a single map with suggestions for locations of new constructions you need to consider the following for your overview:

- What is different about them?
- Which part of the town is each location in? In the north / In the west / in the town centre/ outside of the town centre?
- What important thing are both sites in close proximity to (near to)?

The map below is of the town of Garlsdon and shows two possible sites for a new supermarket.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



In summary, S1 is in the countryside, whereas S2 is located in the town centre. Both sites can be accessed by a railway and are relative close to neighbouring towns.

***You have a good excuse to use the 1st conditional in your body paragraphs at least once for these types of reports.**

Tables Overview Tips

When analysing a table for your overview you need to consider the following;

- Is there an element of time (years, months , before and after) ?
- Is there an overall **increase in any of the groups**? Is there an overall **decrease in any of the groups**? (is the total value higher at the end of the given period than it is at the end?) Did any of them **remain constant** from the beginning to the end? Did anything **fluctuate**(go up and down)?
- Is there any **correlation**? (Did ownership increase with age? / Did usage increase with years ?)
- **How fast or how slow** (What is the speed of rate?) Did the values increase or decrease?
- Which group **started with the highest value** and which group **ended with the lowest value**?
- Are there any figures that are **really high** or **really low**?
- Are there any anomalies? (This can be sometimes be saved for the body paragraphs)
- **Remember that you do not have to include every piece of detail especially if there are many groups or elements. Pick 2 to 4 of the most striking features.**
- **You should use comparative language**

The table below shows the consumer durables (television, computer, etc.) owned in Britain from 1972 to 1998.

Consumer durables	1972	1974	1976	1978	1979	1981	1982	1983
Percentage of households with:								
central heating	39	43	48	52	55	59	60	64
television	93	95	96	96	97	97	97	98
video								18
vacuum cleaner	87	89	92	92	93	94	95	
refrigerator	73	81	88	91	92	93	93	94
washing machine	66	68	71	75	74	78	79	80
dishwasher				3	3	4	4	5
telephone	42	50	54	60	67	75	76	77

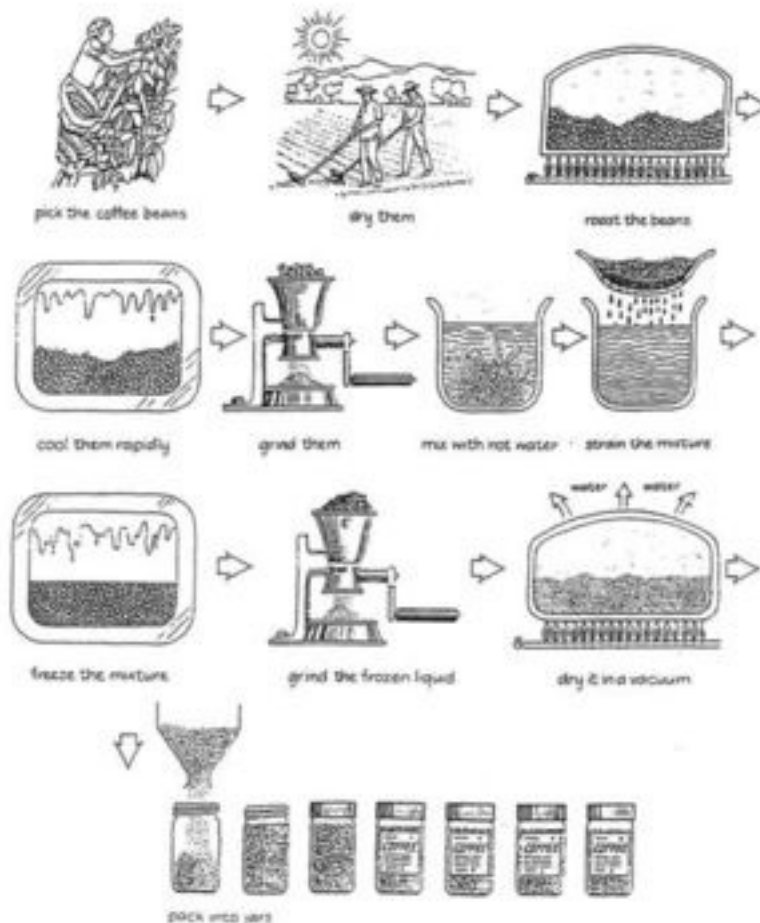
In general, household ownership of consumer goods in Britain **rose** between 1972 and 1983, with televisions being the most popular and dishwashers being the least popular. The most significant increases in popularity can be seen amongst owners of telephones and central heating.

*You have a good excuse to use the **past simple**, **used to** and the **past perfect** for these types of reports as past dates are given. If a future date is given, use the future tenses. If no date is given, you can use the present simple.

Process Writing Overview Tips

When analysing a **PROCESS** for your overview you need to consider the following;

- How many steps are there in the process?
- How does it start and how does it end?



In summary, there are 11 stages in the production of coffee beginning with the picking of coffee beans, and ending with them being packaged.

***it is important to use the Passive Present tense in these types of reports.**

Other considerations that need to be included in your body paragraphs

- Is it a man-made process or a natural process?
- Is it a linear (start at one point and end at another) or cyclical in a circle process ?
- Are materials, ingredients, substances needed for the process?
- What happens at each step the process?