



WRITING TASK 1 OVERVIEWS

To obtain at least a band 7 in task 1 a good overview is essential.

This guide will provide examples of how to write overviews for the various types of essays you will encounter.

Practice is the key.

The overview is probably the most important paragraph in the whole essay. In fact, it is very difficult to score 7 or over without a good one. The reason for this is that the overview shows that you have identified the main points clearly.

A band 7 overview is defined as: 'Presents a clear overview of main trends, differences or stages.'

No overview equates to a band score of no higher than a 5.

Selecting the appropriate data will get you at least a band 6.

Clearly representing the selected data will get you a band 7.

The overview is one of the first things an examiner looks for because it shows them that you can identify the most important information from the graph or chart and clearly identify overall trends and comparisons.

Do not skip over doing overview because it is 'a small part' of the essay. As I have mentioned above, it can mean the difference between 7 and below.

Practice as many as you can.

Dynamic graphs

When we are looking at dynamic graphs we should be looking out for:

What does the data do from the start to the finish?
Do they generally go up or down or do they fluctuate?
Any significant difference from the general trend?
Overall increase/decrease?
Peaks/lows?

With any type of task 1 essay your sentence structure is also important if you want to obtain a high score.

Complex sentences.

You should try and make a complex sentence by making a subordinate clause. Complex sentences are sentences with more than one clause and they help increase our marks in the grammatical range part of the marking criteria.

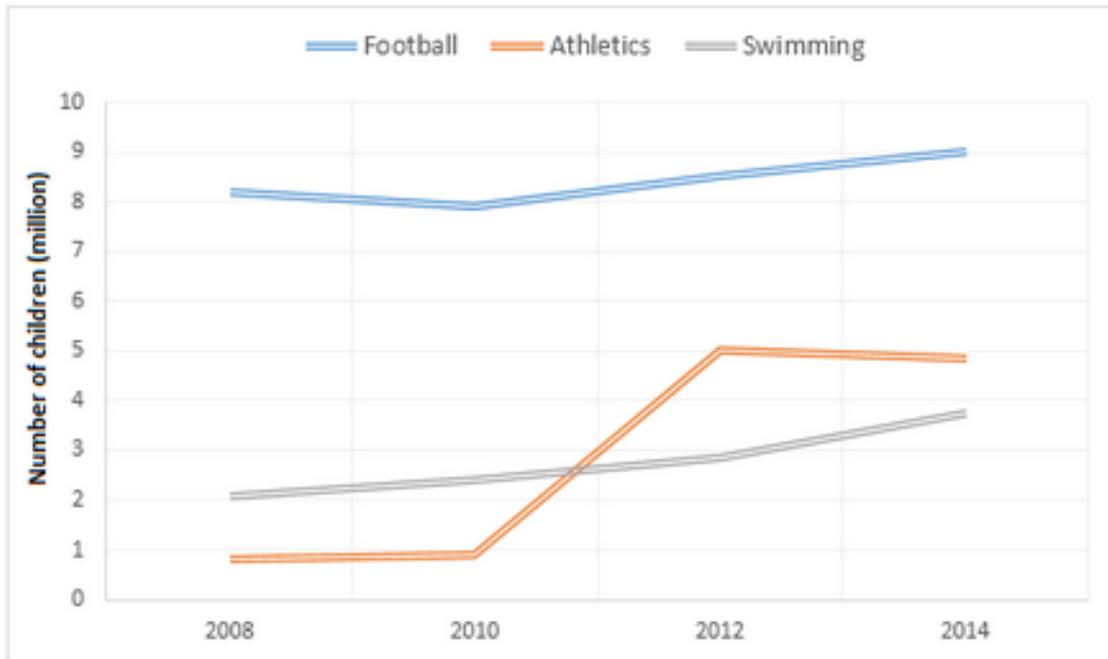
You can easily make a subordinate clause structure in the overview by joining two pieces of information with the words 'while', 'although', 'with', 'even though', 'whereas' or 'and'. However, make sure you know the meaning of these words and how they are correctly used in a sentence.

Try to write several overviews for the same topic. This will also sharpen up your paraphrasing and synonym skills. Try to use new expressions each time and new alternatives to each new attempt.

For all of the following graphs the same instructions apply (see below).

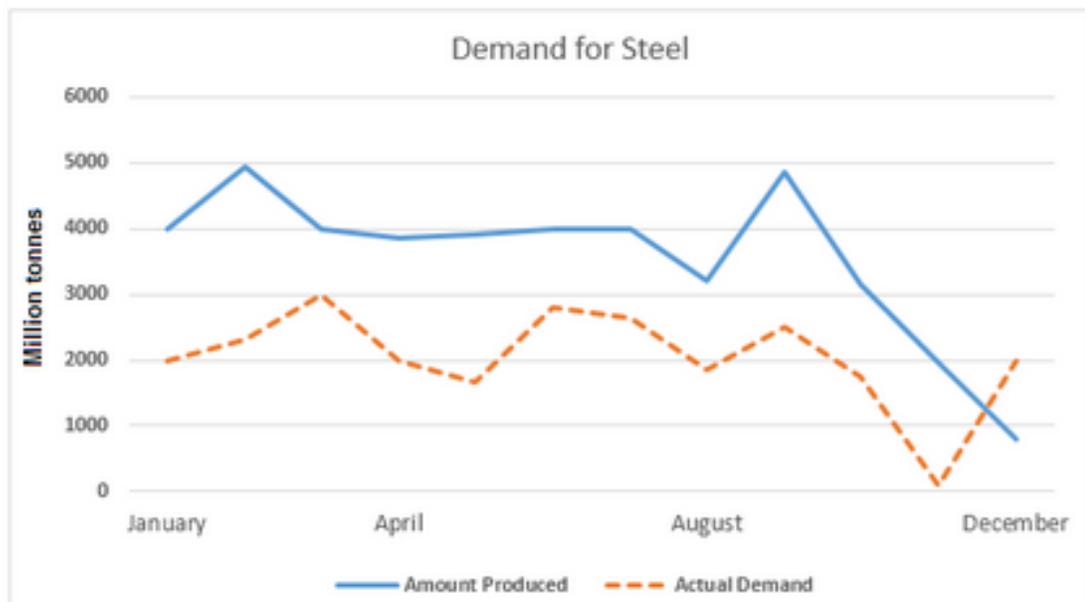
Summarize the information by selecting and reporting the main features, and make comparisons where relevant.

The graphs below show the participation of children in different sports in the UK from 2008 to 2014.



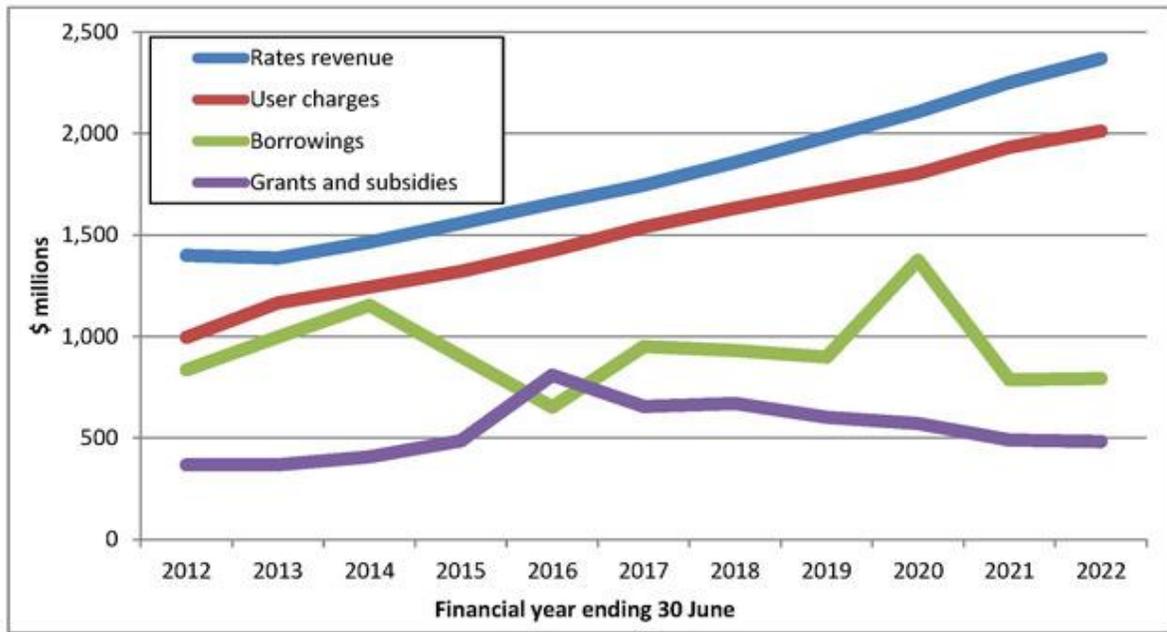
From 2008 to 2014 the 3 sports of foobal, athletics, and swimming all increased in the number of children participating. Athletics saw the most significant growth, while football ,which had by far the highest numbers, saw moderate gains.

The line graphs below show the production and demand for steel in million tonnes and the number of workers employed in the steel industry in the UK in 2010.

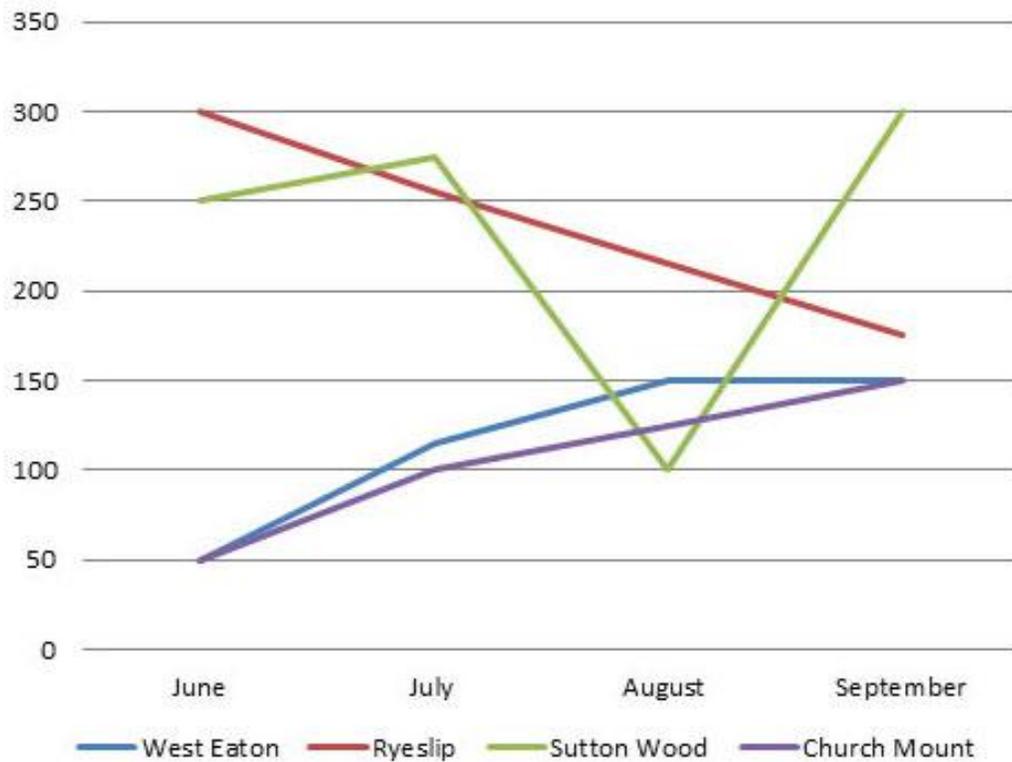


Over the period of January to December the amount of steel produced fell, while the actual demand, although fluctuating remained the same over the same period.

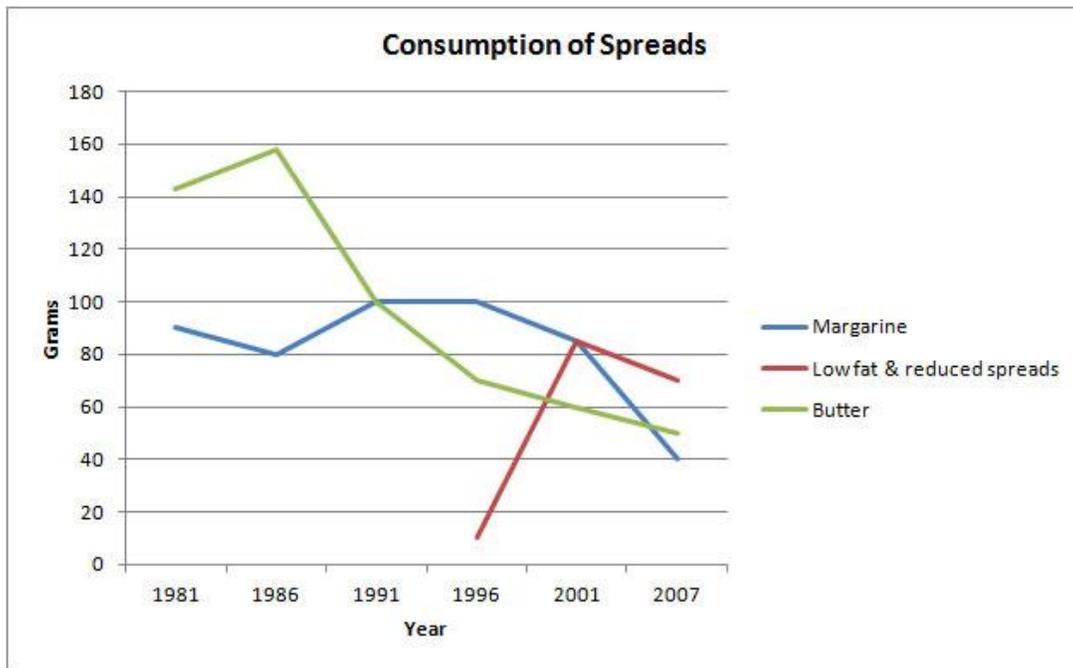
The line graph shows the past and projected finances for a local authority in New Zealand.



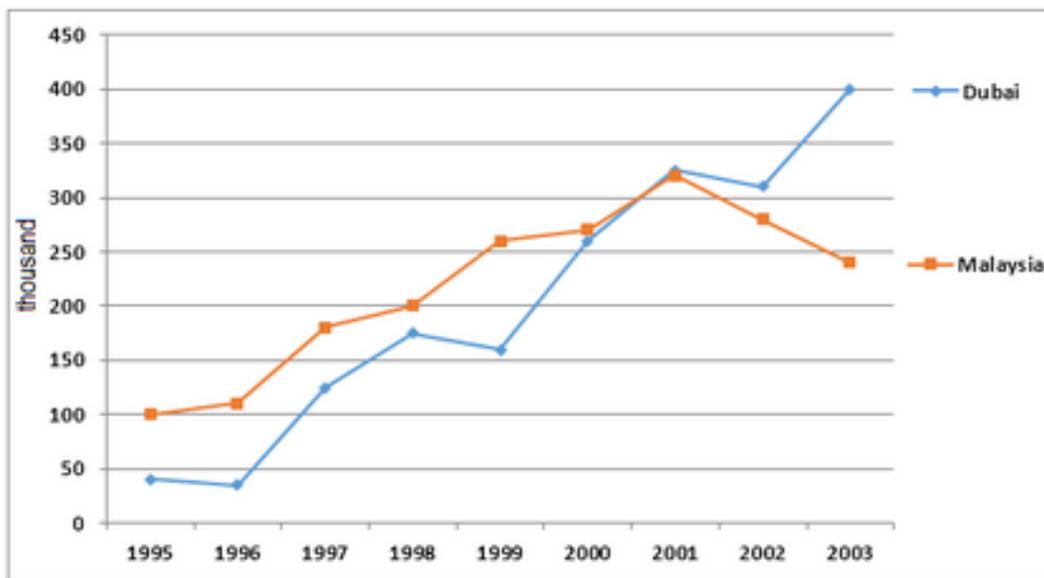
Number of books borrowed from four village libraries



The line graph illustrates the amount of spreads consumed from 1981 to 2007, in grams.



The number of tourists visiting Malaysia and Dubai from 1995 to 2003 is presented below.



There are a lot of example graphs available online. Practice as much as you can.

In the next section there are pie charts. The techniques are different, but will be explained to you before you commence.

Pie Charts

What to look for when studying a pie chart for task 1.

This is static data and the language is different to dynamic language.
In the overview this is less relevant, but should still be adhered to.

What are the highest/lowest values?

What are the most noticeable differences?

Any similarities?

Any significant exceptions?

With these types of charts you will be comparing the sectors so your language will be that of comparison.

Superlatives

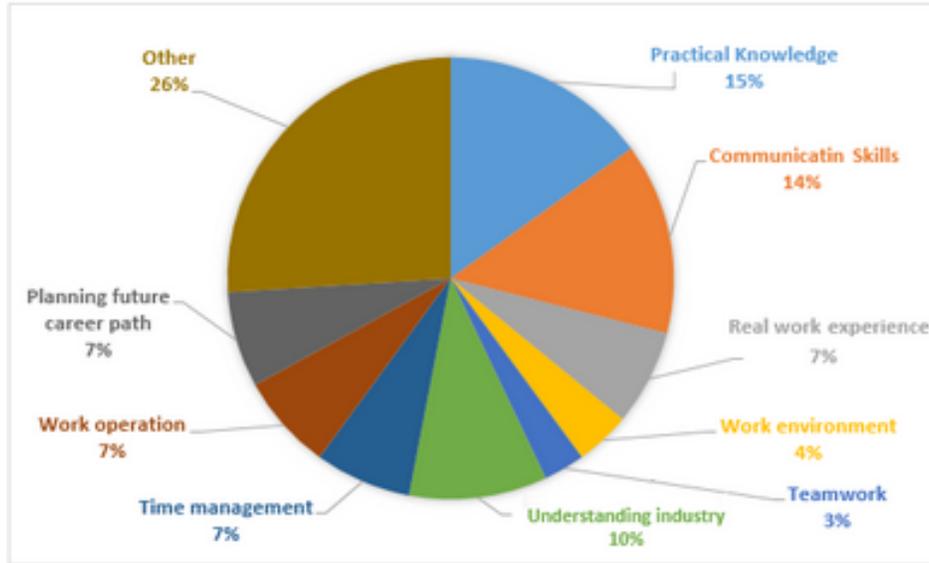
Comparatives

Similarities

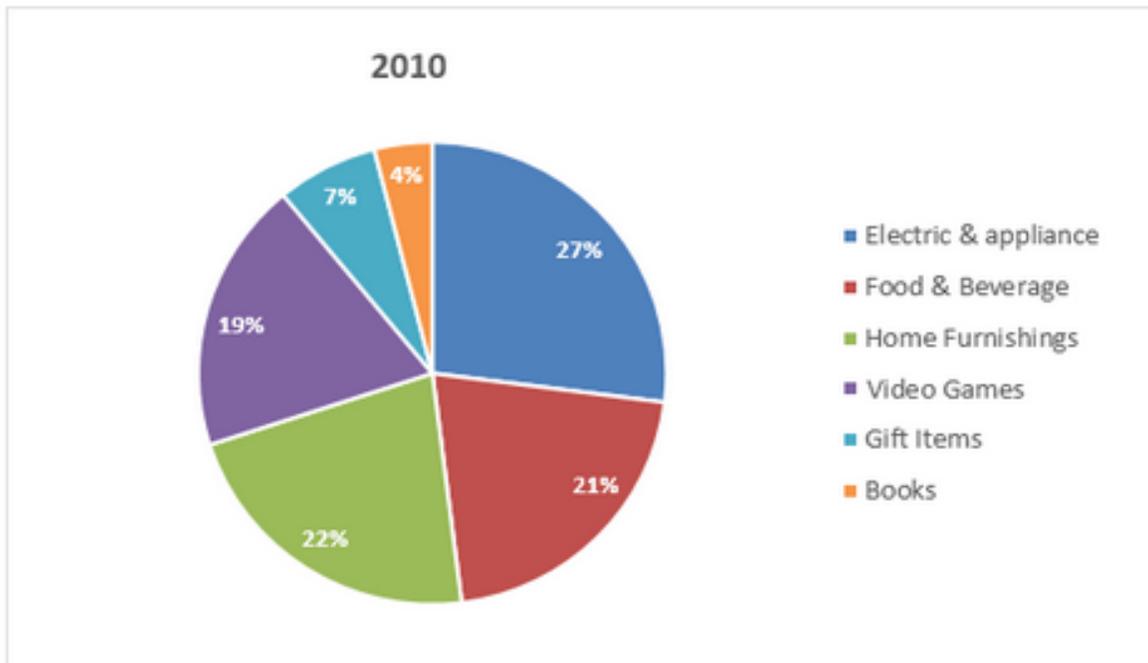
Exception

Be sure to review this grammar if you are unsure about how to write it.

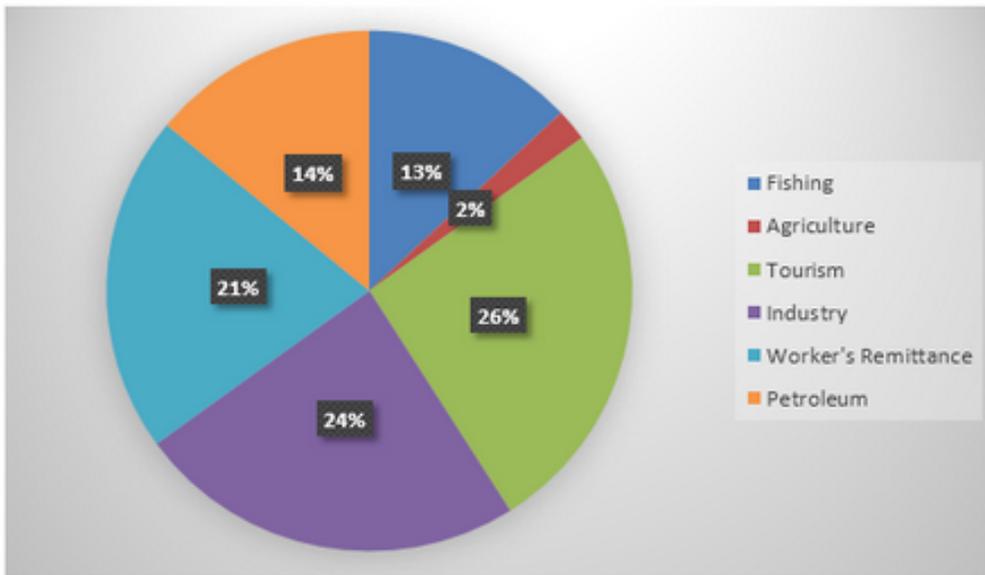
The graph below shows a survey result of 4000 participants who expressed what important aspects they have learned from the internship they have completed.



The pie charts below show the online shopping sales for retail sectors in Australia in 2010 and 2015.

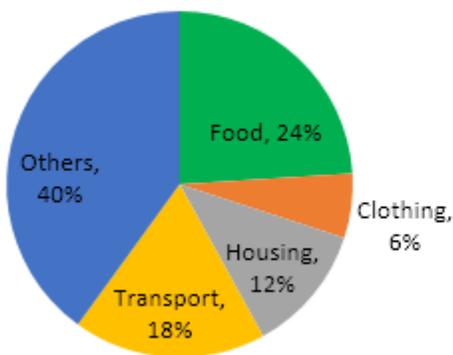


The chart below shows Morocco's income from different economic sectors in 2003 as well as its income from fishing from 1982 to 2003.

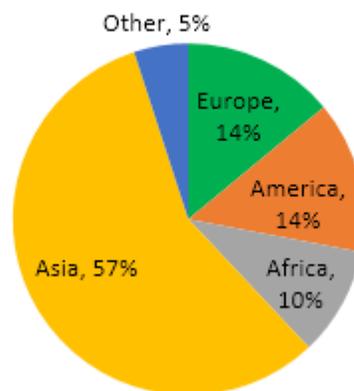


The pie charts below give data on the spending and consumption of resources by countries of the world and how the population is distributed.

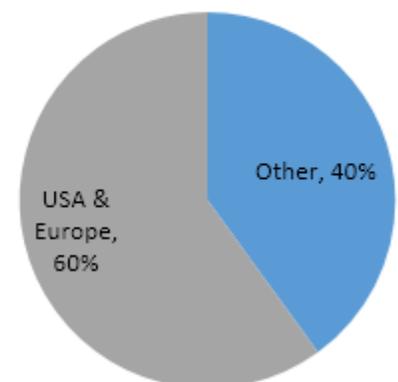
World Spending



World population



Consumption of Resources



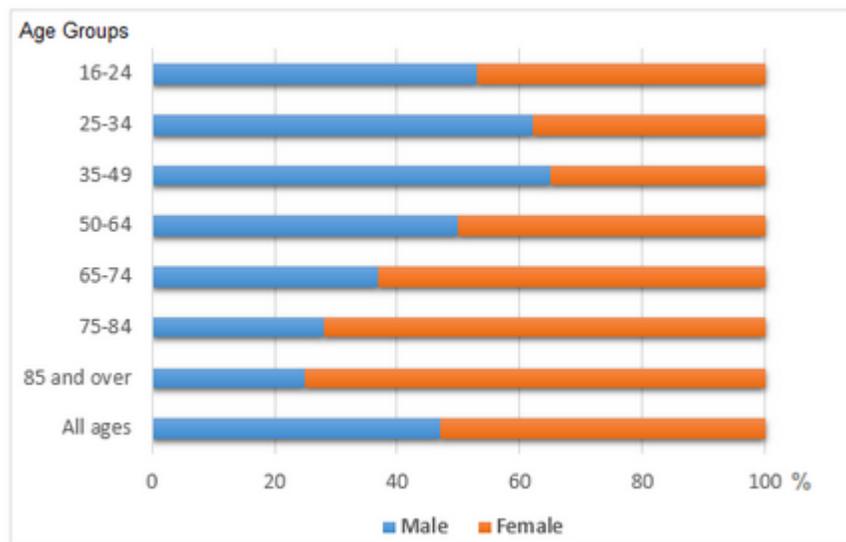
Bar Charts

Bar charts can either be 'dynamic' charts or 'static' charts.

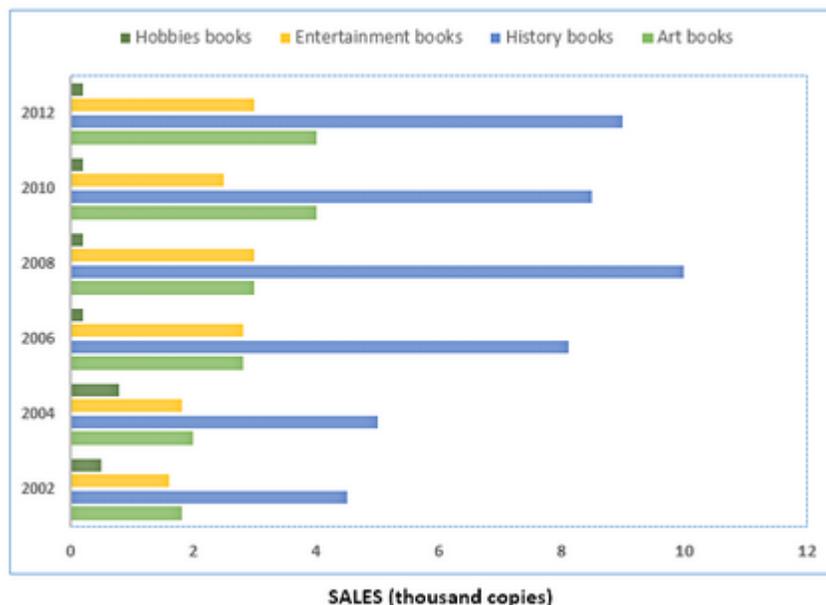
Always look for the axis measurements. These will determine the presence of time, or the absence of time.

If there is no time, then your language will be 'static'

The bar chart below shows the proportions of English men and women of different ages who were living alone in 2011. The pie chart compares the numbers of bedrooms in these one-person households.



The chart below shows the changes in sales of four different types of books from 2002 to 2012.



Tables

Tables are the same representation as graphs and charts with the exception of not being visual. When you look at a chart or graph you can see the movement or the proportions and get a mental picture of what is represented.

This is more difficult with a table, but the information is still the same. Tables take slightly more time to understand and digest because you have to look at the figures to interpret them into a visual image, which we understand more easily.

The table below shows the worldwide market share of the notebook computer market for manufacturers in the years 2006, 2007 and 2014.

Company	2006 (% Market Share)	2007 (% Market Share)	2014(% of Market Share)
HP	31.4	34	34.25
Dell	16.6	20.2	26.12
Samsung	11.6	10.7	14.20
Toshiba	6.2	7.3	8.12
Lenovo	6.6	6.2	7.10
Fujitsu	4.8	2.3	3.1
Others	22.8	19.3	7.11
Total	100	100	100

The table below gives information about a restaurant's average sales in three different branches in 2016.

Average	Vancouver Georgia Street	Vancouver Dunsmuir Street	Vancouver Drake Street
Number of Transactions	854	750	390
Transaction Value	\$10.69	\$5.61	\$9.02
Number of Eat-in Transactions	405	358	200
Number of Take-Away Transactions	449	392	190
Most popular Item	Chicken Burger	Chicken Wings	Chicken Pasta

The table below shows the average band scores for students from different language groups taking the IELTS General Test in 2010.

	Listening	Reading	Writing	Speaking	Overall
German	6.8	6.3	6.6	6.9	6.7
French	6.3	6.1	6.5	6.6	6.5
Indonesian	6.3	6.1	6.1	6.7	6.3
Malay	6.2	6.4	6.0	6.6	6.4

The table below shows the cinema viewing figures for films by country, in millions.

Cinema viewing figures for films by country, in millions

	Action	Romance	Comedy	Horror	Totals
India	8	7.5	6.5	2.5	24.5
Ireland	7.6	3.8	5.5	6.4	23.3
New Zealand	7.2	4.5	3.9	4.7	20.3
Japan	7.1	4.5	4	2.2	17.8
Total	29.9	20.3	19.9	15.8	

The table below provide information on rental charges and salaries in three areas of London.

Area	<i>Weekly rents per property (£/w)</i>			<i>Salaries needed (£/year)</i>		
	1 bed	2 bed	3 bed	1 bed	2 bed	3 bed
Notting Hill	375	485	738	98,500	127,500	194,000
Regent's Park	325	450	650	85,500	118,000	170,500
Fulham	215	390	600	56,500	102,500	157,500

Processes

When writing about processes the skills used are slightly different.

The overview is also different to the other tasks.

The overview in this consists of 3 parts.

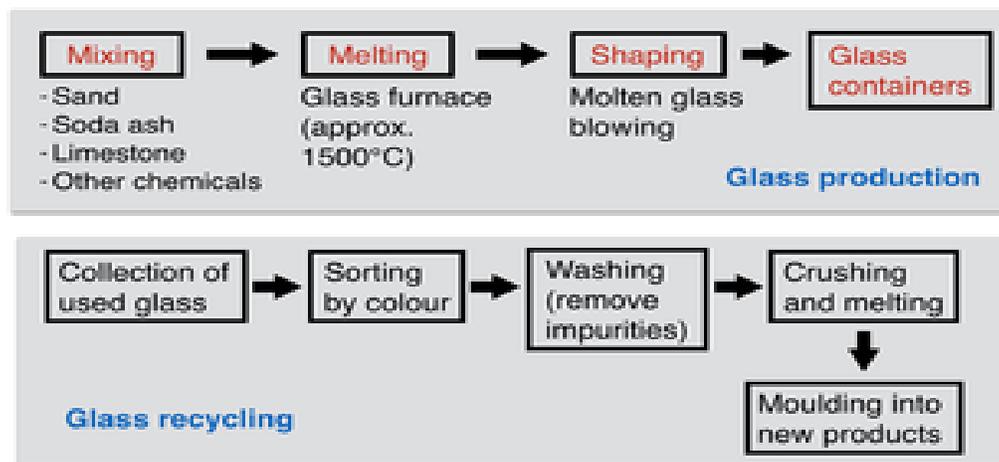
1. The 1st stage of the process.
2. The last stage of the process.
3. The number of stages in the process.

If there are 2 or more processes shown, write about both or all of them.

These are enough to complete a clear overview of the process. You do not need to outline or mention the processes in-between, as these will be in the body of the essay.

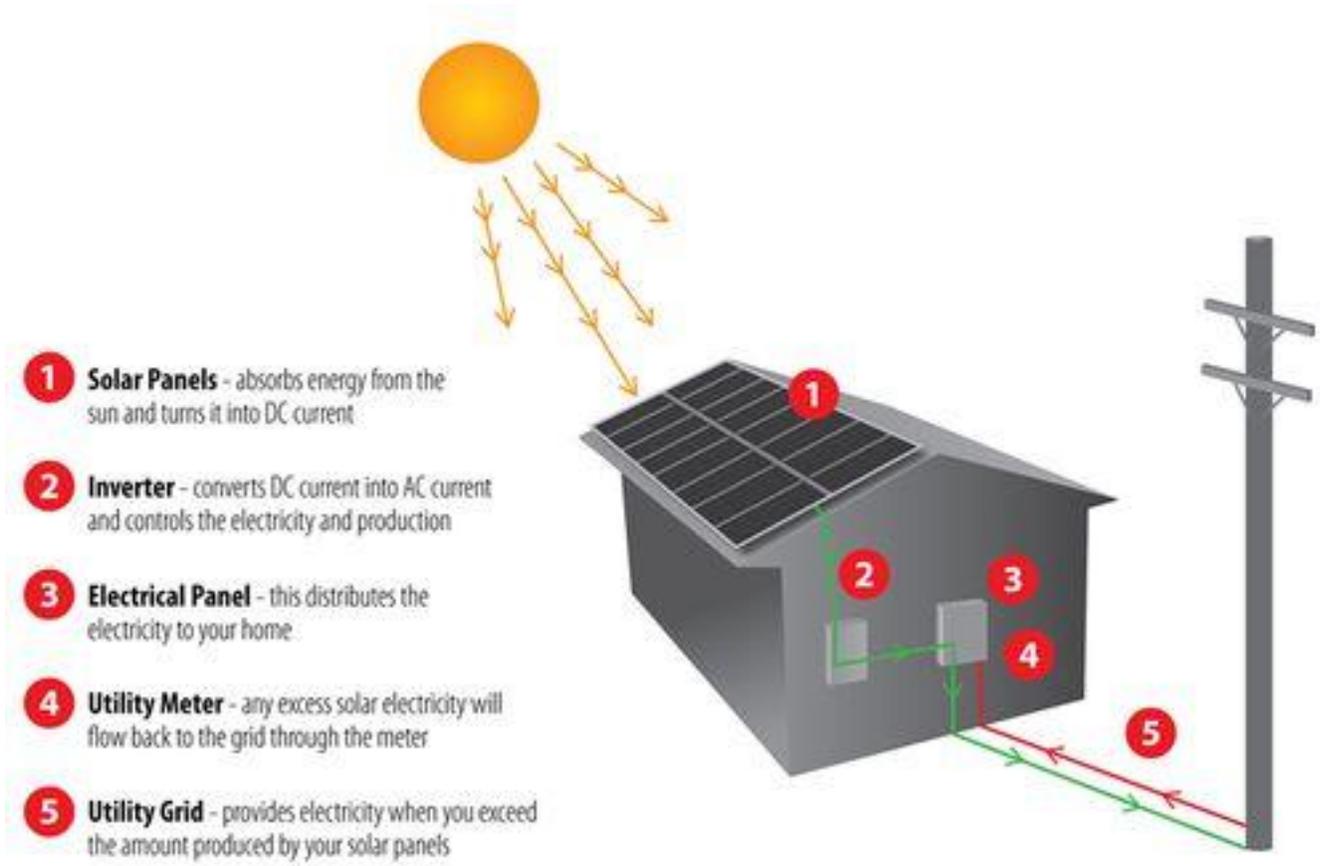
Example:

The diagrams below show how glass containers, such as bottles, are produced and recycled.

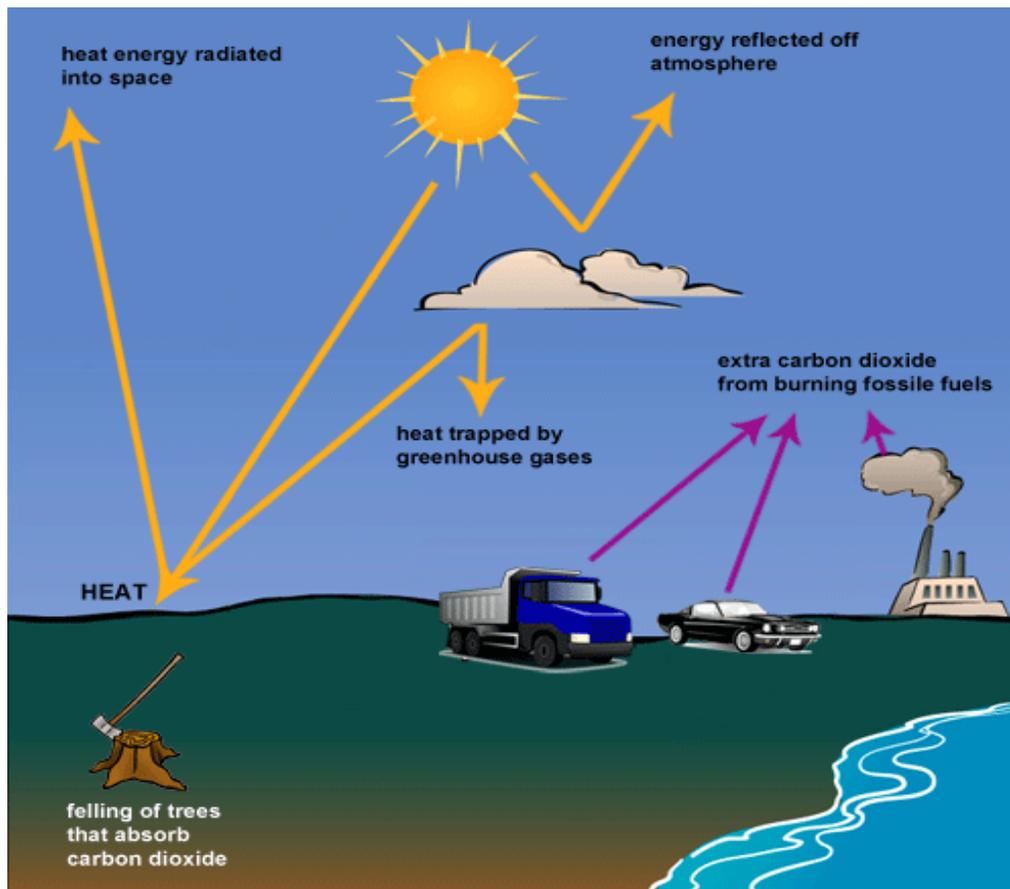


There are 2 processes which can be seen. The 1st is the production of glass which entails the initial mixing of the materials, and the final process of shaping into glass containers. The process for recycling begins with the collection of used glass and ends with the moulding of new glass products.

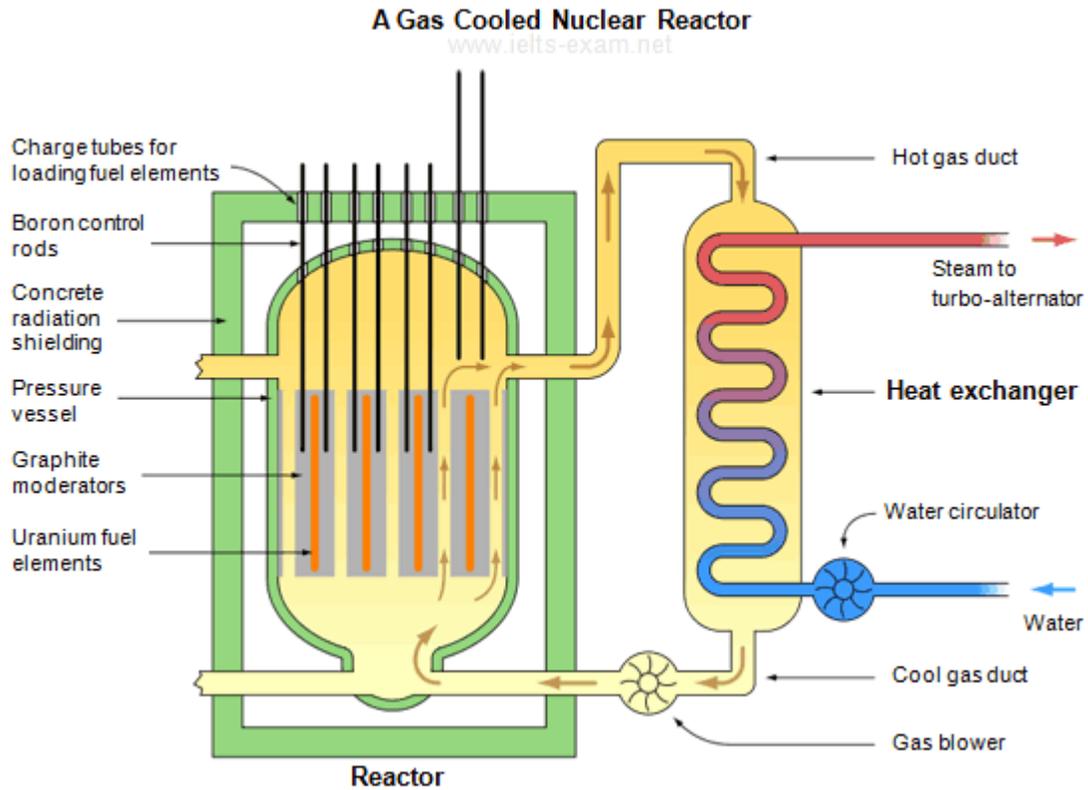
The diagram below shows how solar panels can be used to provide electricity for domestic use.



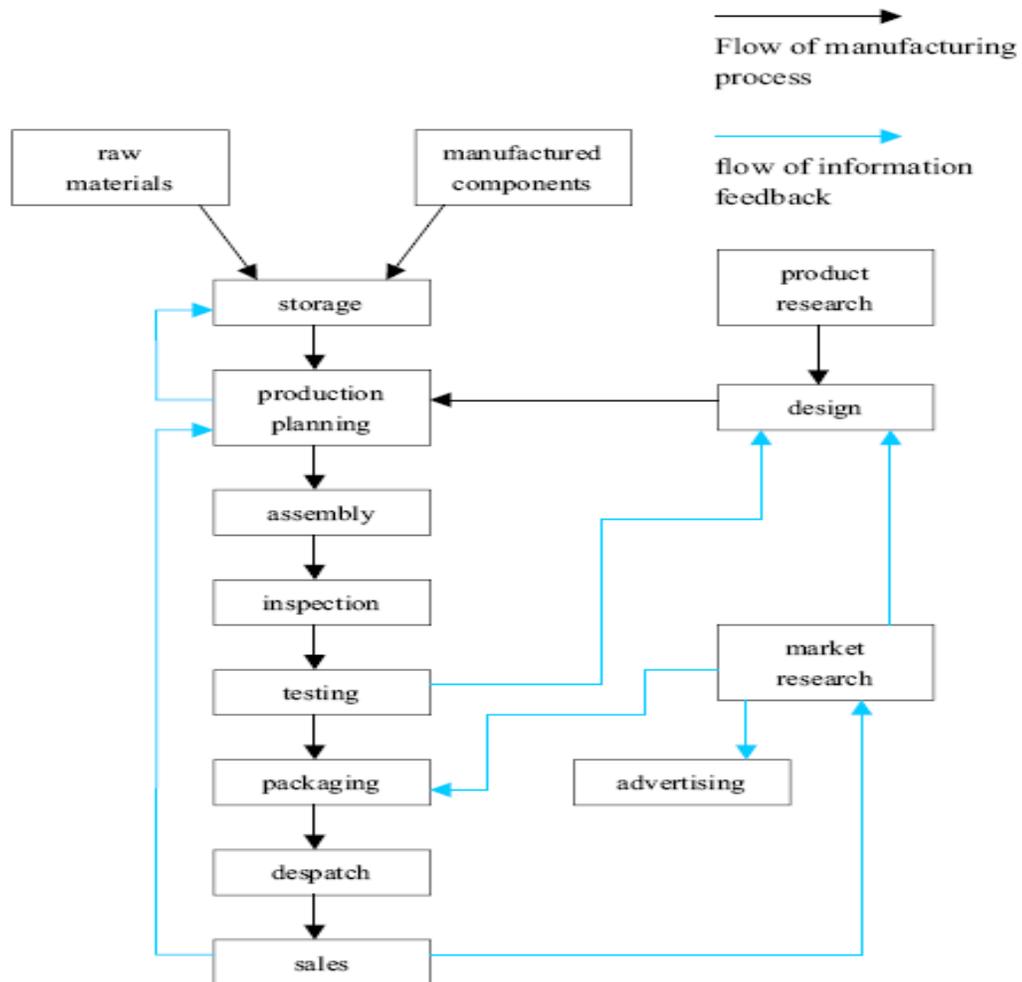
The following diagram shows how greenhouse gases trap energy from the Sun. Write a report for a university lecturer describing the information shown in the diagram.



The diagram below shows the production of steam using a gas cooled nuclear reactor.



The diagram below shows the typical stages of consumer goods manufacturing, including the process by which information is fed back to earlier stages to enable adjustment.



Review.

This booklet has been designed to focus on the overview writing of all types of task 1 essay. This does not mean that you can't use the diagrams to write complete essays also.

This idea is to write overviews until you are comfortable with the process, the grammar, and the number of sentences required. Do not make it too long otherwise it will not be doing its job (an overview is a short description).

Thank you.