

# ORGANISATION

- **Introductory sentence – paraphrase the topic**
- **General Observations**
- **Specific Observations (main details)**
- **Concluding Statement – analysis of information gathered from the visual**

# NEVER USE/DO

- Personal phrases ( I/we can see, You may notice, Do you understand?, If I'm right...)
- Personal opinion
- Speculations/predictions
- Distract from the topic
- Use colloquial language(informal)
- One word more than once

# ALWAYS DO/USE

- Paraphrase the topic fully but precisely
- Elicit the main trend of the diagram
- Mention only the main details
- Academic vocabulary
- Range of vocabulary
- Stick to the topic

# Paraphrase the topics

- **The bar chart shows the number of overseas students enrolled in a third year Computer Science course at a Canadian college.**
- **The diagram below shows the number of houses built per year in two cities, Derby and Nottingham, Between 2000 and 2009.**
- **The bar chart below gives information about five countries spending habits of shopping on consumer goods in 2012.**
- **The pie charts below give information on the ages of the populations of Oman and Spain in 2005 and projections for 2055.**

# Brainstorm the vocabulary

- **Upward trends**
- **Downward trends**
- **Going up and down**
- **Not changing**
- **Big changes**
- **Small changes**
- **Comparing**
- **Contrasting**
- **Sequencing**
- **Starting the second main paragraph (= the second paragraph of the body of the text)**
- **Conclusion/ Summary (only if you can't find another way of reaching 150 words)**

# Describe the diagram

