

Academic IELTS Writing Task 1

Mastering Graphs, Charts & Task Achievement

🎯 LESSON GOALS

- ✓ Rewrite and paraphrase the question accurately in your own words.
- ✓ Identify key trends and write a comprehensive general overview.
Group complex chart data logically into two balanced body paragraphs.

Understanding Task Achievement

What is Task Achievement?

Task Achievement represents exactly **25% of your total writing score**. It measures whether you answered the prompt completely and accurately.

3 Mandatory Requirements:

- ✓ **Answer all parts** of the question prompt.
- ✓ Provide a clear **general overview** (the main trend).
- ✓ Select and support **key details** with accurate data points.

CRITICAL EXAMINER RULE

If you do not include a general overview, you **cannot score Band 6 or higher** in Task Achievement.

Teacher Note (A2 Level)

How do examiners grade you? 25 out of every 100 points come from Task Achievement. Did you answer correctly? Did you show the main pattern? Did you write important numbers? If yes, you get a great score!

The 4-Part Response Plan



Paragraph Section	What You Must Write	Include Numbers?
Introduction	Paraphrase the prompt in 1 clear sentence.	No
Overview	Highlight the 2–3 biggest main trends or key features.	No
Body Paragraph 1	Describe Group 1 data with key dates and details.	Yes
Body Paragraph 2	Describe Group 2 data with supporting comparisons.	Yes

🔍 Step 1: Analyzing the Question

Before writing a single word, analyze the prompt by answering these 5 essential questions:

WHAT?

Public transport use

WHERE?

Three European cities

WHEN?

2000–2020

UNITS?

Percentages (%)

TYPE?

Line graph

📝 Practice Prompt Analysis

"The graph shows the percentage of people who used public transport in three cities between 2000 and 2020."

Step 1: Paraphrasing Techniques

What is Paraphrasing?

Paraphrasing means expressing the prompt's idea using **different vocabulary and sentence structures** while retaining the exact same meaning.

Why is it essential?

- ✓ Demonstrates your vocabulary range to the examiner right away.
- ✓ Prevents copying exact words (copied words do not count toward your word count!).

Vocabulary Substitution Bank

Original Prompt Word	Better Alternative
shows / gives	illustrates / gives information about
people	residents / individuals
the number of	how many / the figure for
from 2010 to 2020	between 2010 and 2020
cities	urban areas / municipalities

Step 1: Paraphrasing in Action

Original Prompt Question

"The bar chart shows the number of visitors to three museums in London between 2015 and 2019."

Paraphrased Introduction

"The bar chart illustrates how many people visited three London museums from 2015 to 2019."

Standard Introduction Formula

The [Chart Type] + **illustrates** + [WHAT] + [WHERE] + [WHEN].



Step 2: What Is the General Overview?

The overview highlights the **big picture**. It summarizes overall trends without adding raw data numbers.

✔ What TO Do

- ✔ Summarize 2–3 overarching main trends.
- ✔ State highest and lowest overall performers.
- ✔ Begin explicitly with *"Overall,"* or *"In general,"*.

✘ What NOT To Do

- ✔ Do **not** include specific numbers or percentages.
- ✔ Do **not** explain *why* changes happened.
- ✔ Do **not** give personal opinions or reasons.



AB ✓ Step 2: Overview Language Bank

↗Going UP

- increased
- rose / climbed
- grew / expanded
- went up

↘Going DOWN

- decreased
- fell / dropped
- declined
- went down

—Stable / Comparisons

- remained stable
- showed little change
- higher / lower than
- while / whereas

💬Example Overview Sentence

"Overall, public transport use increased in all three cities over the period. City A recorded the highest figures throughout, while City C remained the lowest."

Step 2: Full Overview Example

Sample Chart Data (2000–2020)

Topic: Car Ownership in 4 Cities (%)

City	2000	2020	Direction
City A	20%	55%	UP
City B	30%	60%	UP
City C	50%	25%	DOWN
City D	15%	15%	SAME

Model Overview

"Overall, car ownership rose significantly in Cities A and B over the twenty-year period, while it fell in City C and remained unchanged in City D. City B had the highest level of car ownership by 2020."

Key Success Features:

✓ Starts with *Overall* | ✓ States general direction | ✓ Highlights peak category | ✓
NO numbers used!

Step 3: Why Group Your Data?

✗ Unorganized Approach (List)

Describing data line-by-line creates a boring, unorganized list. The examiner cannot easily compare features.

Result: Lower Coherence Score

✓ Grouped Approach (Logical)

Combining similar data points into two logical paragraphs builds clear contrast and structure.

Result: Higher Coherence & Task Score

★ 4 Benefits of Data Grouping:

1. Logical Flow

2. Easy Comparisons

3. Prevents Repetition

4. Clear Paragraphs



Step 3: 3 Data Grouping Strategies



Strategy A: By Trend

(Most Common Strategy)

Body 1: Categories that went UP.

Body 2: Categories that went DOWN or stayed SAME.



Strategy B: By Size

(Best for Static Charts)

Body 1: Highest values and top performers.

Body 2: Lowest values and smaller items.



Strategy C: By Time

(Best for Long Timelines)

Body 1: First half of time frame (2000–2010).

Body 2: Second half of time frame (2011–2020).



Step 3: Data Grouping Practice

Sample Data Set: Car Ownership

City	Trend	Start	End
City A	↑ Increased	20%	55%
City B	↑ Increased	30%	60%
City C	↓ Decreased	50%	25%
City D	→ Same	15%	15%

Data Selection Rule

Select only key figures: **starting point, ending point, and peaks or lows.**

Paragraph Grouping Plan

Body Paragraph 1: Rising Trend

Focus on City A and City B (both experienced steady growth over the period).

Body Paragraph 2: Falling & Stable Trend

Focus on City C (decreased sharply) and City D (remained unchanged).

Teacher Note

A & B went up; C & D went down or stayed flat. Dividing them this way creates clear, logical grouping!

Step 3: Writing Body Paragraphs

Body Paragraph 1 Model

"Regarding the cities with rising car ownership, City A started at 20% in 2010 and climbed to 55% in 2020. Similarly, City B saw an increase from 30% to 60% over the same ten-year period, making it the highest of all four cities by the end."

Body Paragraph 2 Model

"In contrast, car ownership in City C fell sharply from 50% to 25% over the period. City D showed little change, remaining stable at around 15% throughout."

Essential Linking Words

Linking Word	Function / Usage
Similarly,	Points in the same direction
In contrast,	Opposite data direction
However,	Highlighting unexpected differences
While / whereas	Comparing two items in one sentence

Common Task 1 Mistakes to Avoid

1. Copying Prompt

Fix: Use synonyms and paraphrase word structure.

2. No Overview

Fix: Write a 2-sentence overview after introduction.

#3. Overcrowding Numbers

Fix: Pick key start, end, and peak figures only.

4. Data Listing

Fix: Group similar data into 2 distinct body paragraphs.

5. Giving Reasons/Opinions

Fix: Describe facts only; never explain *why*.

6. Under 150 Words

Fix: Aim for **160–180 words** to be fully safe.

Task Achievement Checklist

Self-Correction Checklist

- ✓ **Introduction:** Paraphrased WHAT + WHERE + WHEN without copied text?
- ✓ **Overview:** 2–3 key trends clearly highlighted without specific numbers?
- ✓ **Body Paragraph 1:** Group 1 details described using key data points?
- ✓ **Body Paragraph 2:** Group 2 details described with linking comparison words?
- ✓ **Length & Tone:** Write at least 150 words (aim for 160–180)? Excluded personal opinions?

THE GOLDEN TASK 1 FORMULA

Paraphrase → Overview → Group → Compare → Support

Good luck with your prep! 

Master these four steps and approach your IELTS exam with confidence.