



NOTEBOOK

Unit 1

Task Requirement

Time	20 minutes
Length	150 words
Task types	7 types - Bar chart - Line chart - Pie chart - Table - Mixed type - Process - Map
Key words	Summarize Select and report main features Make comparisons

Unit 1:

Outline

Paragraph	Type	Length	Note
1	Introduction	1 Sentence	Paragraph the question
2	Overview	2 Sentences	Key features (highest, lowest, main changes)
3	Body 1	3-5 Sentences	- Report information with data - Compare where relevant
4	Body 2	3-5 Sentences	- Report information with data - Compare where relevant

Unit 1:

Introduction

How: Paraphrase the question

Example:

Question	Paraphrase
diagram	Line chart



Shows information about	Compare and contrasts
Several technology company	Three different hi-tech companies
2004 – 2006	Over three- year period
Quarterly revenue	Revenue per quarter Income per quarter

Answer: *The line chart compares and contrasts data on the changes in the amount of income per quarter, earned by three different hi-tech companies over a three-year period from 2004 to 2006.*

Unit 1:

Introduction structure

Subject	Verb	Object	Place	Time
<i>The graph</i>	- shows	Paraphrase the question	<i>in...</i>	<i>in.... (year).</i>
<i>The chart</i>	- illustrates		<i>in three major cities</i>	<i>from..... to</i>
<i>The table</i>	- represents		<i>in four different countries</i>	<i>between and</i>
<i>The diagram</i>	- depicts		<i>in USA and Japan</i>	<i>over the period of .. years from To</i>
<i>The map</i>	- provides information about/on			
<i>The process</i>	- gives information about/on			
	Compares			

Example:

- The graph shows changes in the number of cars per household in Great Britain over a period of 36 years.*
- The line graph compares the percentage of people aged 65 or more in three countries over a period of 100 years.*

Unit 2:

Introduction

Subject	Verb	Object	Example
The diagram	shows	(i) Production the production of ...	<i>the production of milk</i>
The picture	illustrates	the process of producing ...	<i>the process of making milk</i>
	demonstrates	the process of making ...	<i>how milk is produced</i>
		how ... is produced/made	<i>how</i>
		how + clause	<i>how to produce milk</i>



	describes	how to produce/made ... (ii) Stages/steps the various stages involved in the production of ... the different steps to produce/made ...	<i>the various stages involved in the production of milk</i> <i>the different steps to produce milk</i>
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Unit 2

Overview

- There are ... main stages (steps) in the process of producing..., beginning with ... and ending with...
- The involves main stages (steps) beginning with ... and finishing with ...
- The flow chart provides an overview of




Unit 2:

Grammar

- Man-made process: passive voice
- Natural process: passive voice & active voice

Unit 3

DESCRIBING TRENDS

		
Rise Increase Climb Grow	Fall Decrease Decline Drop Reduce	Maintain Stay Remain

Unit 3:

How to describe diagram

DO	DON'T
Select important information - Overview - highest, lowest	Write every data Include outside information Include opinion



- comparison Include some data to support your description	
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Unit 3

Fraction

PERCENT	FRACTION	
10%	1/10	a tenth/one in ten
25%	1/4	a quarter
50%	1/2	a half
75%	3/4	three quarters
33%	1/3	a third
66%	2/3	two thirds
20%	1/5	a fifth / two in ten

Unit 3:

Adjectives and adverbs

Adjective	Adverb	Adjective	Adverb
Dramatic	Dramatically	Slight	Slightly
Substantial	Substantially	Moderate	Moderately
Significant	Significantly	Steady	Steadily
Sharp	Sharply		
Gradual	Gradually		

Unit 3:

Model sentences

The number of students increased sharply in Victory School from 2015 to 2020.

There was a dramatic increase in the number of students in Victory School from 2015 to 2020.

Homework: học sinh tự viết 04 câu.