

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

Example:

1. The graph shows changes in the number of cars per household in Great Britain over a period of 36 years.
2. 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 ...	the production of milk
The picture	illustrates	the process of producing ...	the process of making milk
		the process of making ...	how milk is produced
	demonstrates	how ... is produced/made how + clause	how how to produce milk

	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.