



STEPS ***for writing a*** ***graph description***



Step #1

Read the title and labels on the graph as well as the instructions.

- Note down 2-3 synonyms for key words/phrases.
- Write your introductory sentence, trying not to copy any phrases.

Step #2

Analyze the information in the graph, looking at the overall trend(s).

- Write the rest of your introduction, explaining the main trend(s).

Step #3

Plan your body paragraphs (probably one paragraph for each main trend).

- Draft a topic sentence for each body paragraph.

Step #4

Choose the most important details that will support your statement(s) of main trend(s).

- Write the rest of the body paragraphs.
- Remember to include key figures from the data.



Step #5

Think about how to restate the main trend(s) in the graph using different words.

- Write your conclusion, paraphrasing the main trend(s).



Step #6

Proofread your description. Check:

- Grammar: Accuracy of noun phrases and verb phrases, correct verb tenses & prepositions.
- Organization/coherence: Linking words and variety of phrases/conjunctions.
- Content: Is the information accurate and detailed enough? Do the details support the topic sentences?