

## IELTS Writing Task 1: Useful Language

### 1. THE LANGUAGE OF APPROXIMATION

In report writing it is good style to use approximation. Approximation means describing numbers or statistics by using a fraction that is similar to the exact number. There are a number of reasons for doing this. Firstly, it is easier for people to understand and remember. Secondly, the numbers or statistics may be more detailed than necessary.

**Table 02:**

Ord	numbers/statistics	similar fractions	Ord	numbers/statistics	similar fractions
1	65 %	about two-thirds of	13	1,043	over a thousand
2	28 %	just over a quarter of	14	115	over a hundred
3	21 %	about a fifth of	15	9	fewer than ten
4	49 %	just under a half of	16	2	a small number
5	74 %	almost three – quarters of	17	4	a few
6	33.333 %	a third of	18	6/7	several
7	92 %	most of	19	749,982	about three-quarters of a million
8	98,5 %	almost all	20	1,256,890,534	over 1.2 billion
9	19.98 %	about a fifth of	21	101,997	about 100,000
10	26 %	just over a quarter of	22	248.112	a quarter of a million
11	48.873 %	almost a half of	23	1,695,193	about 1.7 million
12	74.25 %	nearly three - quarters	24	97	just under a hundred

## 2. THE WORDS AND PHRASES TO DESCRIBE TRENDS:

Table 03:

<b>Nouns</b>	a rise an increase a surge a growth a peak a fluctuation a variation a period of stability a plateau  a fall a decrease a decline a dip
<b>Verbs</b>	to rise to increase to surge to grow to peak to skyrocket to fluctuate to vary to fall to decrease to decline

	<p>to dip to dive to plunge</p>
<p><b>Phrases</b></p>	<p>to show an upward trend to show a downward trend to hit the highest point to hit the lowest point to reach a peak to show some fluctuation to fluctuate wildly to remain stable to remain static to remain unchanged to stay constant to reach a plateau to level off to flatten out the highest the lowest the second highest the third highest compared to compared with relative to</p>
<p><b>Adverbs</b></p>	<p>sharply suddenly rapidly abruptly dramatically</p>

	significantly steadily considerably markedly slightly gently gradually wildly
<b>Adjectives</b>	sharp sudden rapid abrupt dramatic steep significant steady considerable marked slight gentle gradual

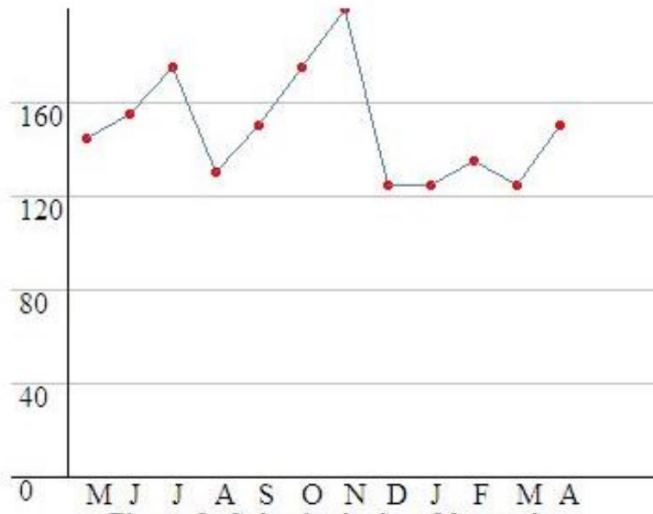
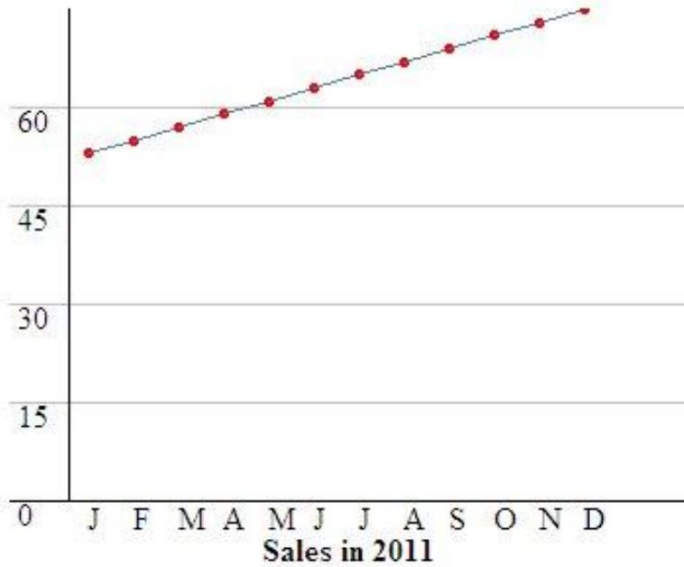


Figure 1: Sales in the last 12 months

Starting at 145 units, sales have **fluctuated** between a low of 125 and a **peak** of 200 in the last 12 months, before ending at 150 units last month.



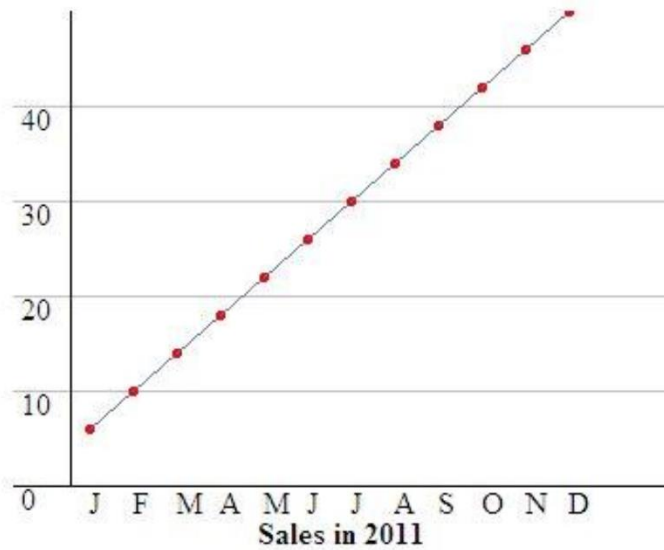
Sales in 2011

Sales **rose gradually** from 53 units in January to 74 units in December.

Sales increased gradually.

There was a gradual increase in sales.

There was a gradual rise in sales.



Sales increased **dramatically** in 2011, from 6 in January to 50 in December.

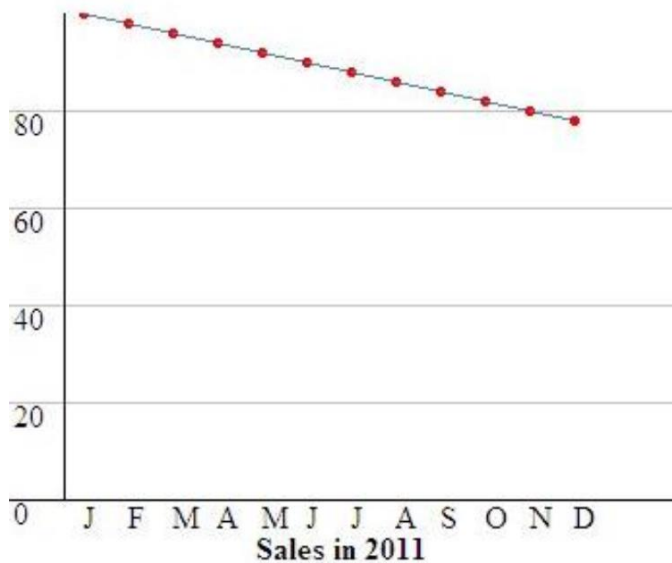
Sales rose dramatically in 2011.

Sales rose steeply in 2011.

There was a dramatic increase in sales in 2011.

There was a dramatic rise in sales in 2011.

There was a steep rise in sales in 2011.



Sales fell gradually from 100 in January to less than 80 in December.

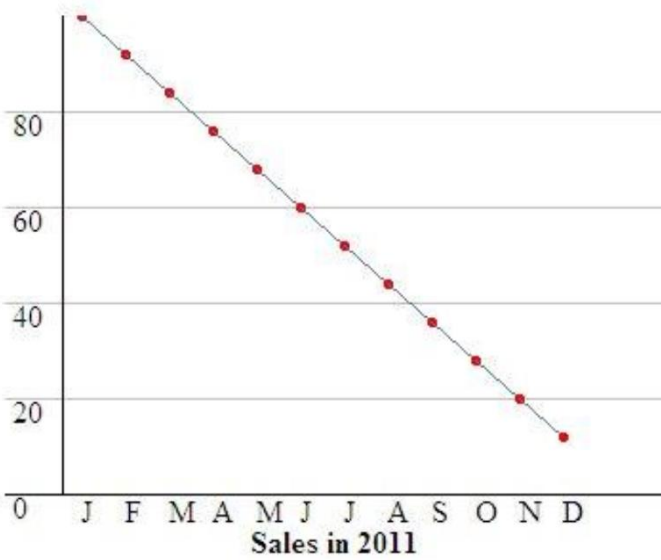
Sales decreased gradually.

Sales declined gradually.

There was a gradual decrease in sales.

There was a gradual fall in sales.

There was a gradual decline in sales.



Sales decreased dramatically in 2011, from 100 in January to about 10 in December.

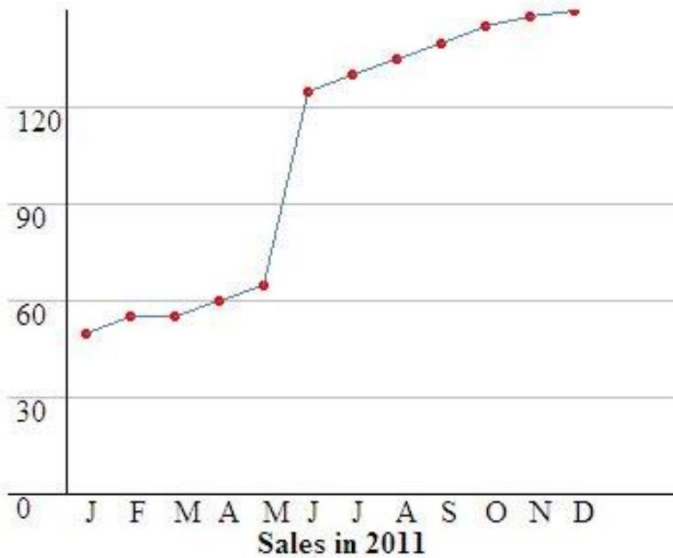
Sales fell dramatically in 2011.

Sales fell steeply in 2011.

There was a dramatic decrease in sales in 2011.

There was a dramatic fall in sales in 2011.

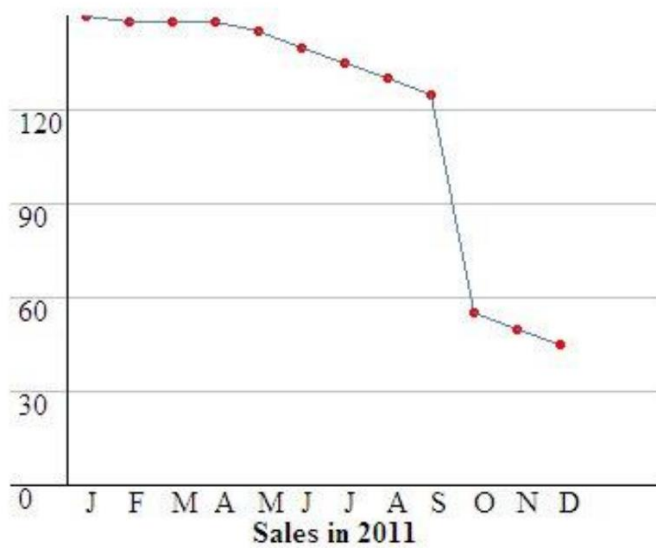
There was a steep fall in sales in 2011.



Sales jumped in June.

There was a jump in sales in June.

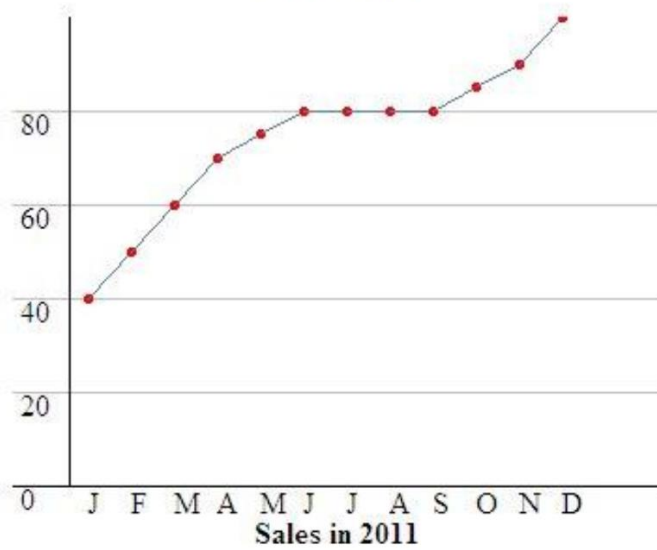
Sales started the year at 50, and climbed gradually to just over 60 in May. In June, sales jumped to 125 units, and then continued to increase gradually to about 150 units in December.



Sales fell steeply in October.

There was a steep fall in sales in October.

Sales started the year at a level of 150 units per month, before declining gradually from May to September to just over 120. In October, sales fell steeply to less than 60, and continued to decline to about 45 in December.



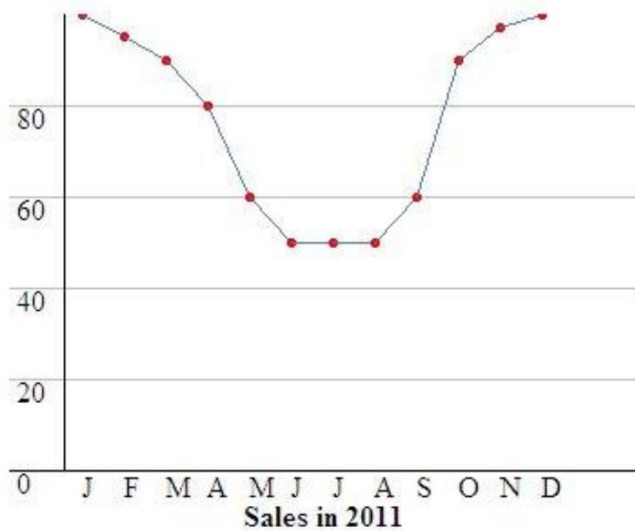
Sales reached a plateau in June.

There was a **plateau** in sales from June to September.

Sales leveled off in June.

Sales generally rose in 2006, climbing from 40 to 100 units, although there was a plateau in the summer months at 80 units.





Sales went through a **trough** in the summer.

There was a trough in sales in the summer.

Sales started and ended the year at about 100 units, although they went through a trough in the summer, reaching a low of 50 units from June to August.

Vocabulary:

- dramatically - a lot
- fluctuated - moved up and down
- gradually - slowly
- jump - increased quickly
- peak - the top
- rose - increased
- plateau - a flat place
- trough - a fall, then a rise