

Vocabulary for Reports

Vocabulary for the Introduction Part:

Starting	Presentation Type	Verb	Description
The/ the given / the supplied / the presented / the shown / the provided	diagram / table / figure / illustration / graph / chart / flow chart / picture/ presentation/ pie chart / bar graph/ column graph / line graph / table data/ data / information / pictorial/ process diagram/ map/ pie chart and table/ bar graph and pie chart ...	shows / represents / depicts / enumerates / illustrates / presents/ gives / provides / delineates/ outlines/ describes / delineates/ expresses/ denotes/ compares/ shows contrast / indicates / figures / gives data on / gives information on/ presents information about/ shows data about/ demonstrates/ sketch out/ summarises...	the comparison of... the differences... the changes... the number of... information on... data on... the proportion of... the amount of... information on... data about... comparative data... the trend of... the percentages of... the ratio of... how the...

Examples:

- 1. *The diagram shows employment rates among adults in four European countries from 1925 to 1985.*
- 2. *The given pie charts represent the proportion of male and female employees in 6 broad categories, dividing into manual and non-manual occupations in Australia, between 2010 and 2015.*

- 3. *The chart gives information about consumer expenditures on six products in four countries namely Germany, Italy, Britain and France.*
- 4. *The supplied bar graph compares the number of male and female graduates in three developing countries while the table data presents the overall literacy rate in these countries.*
- 5. *The bar graph and the table data depict the water consumption in different sectors in five regions.*
- 6. *The bar graph enumerates the money spent on different research projects while the column graph demonstrates the fund sources over a decade, commencing from 1981.*
- 7. *The line graph delineates the proportion of male and female employees in three different sectors in Australia between 2010 and 2015.*

Tips:

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- For a single graph use 's' after the verb, like - gives data on, shows/ presents etc. However, if there are multiple graphs, DO NOT use 's' after the verb.
 - If there are multiple graphs and each one presents a different type of data, you can write which graph presents what type of data and use 'while' to show a connection. For example -"The given bar graph shows the amount spent on fast food items in 2009 in the UK while the pie chart presents a comparison of people's ages who spent more on fast food.
 - Your introduction should be quite impressive as it makes the first impression to the examiner. It either makes or breaks your overall score.
 - For multiple graphs and/ or table(s), you can write what they present in combination instead of saying which each graph depicts. For example, ***"The two pie charts and the column graph in combination depicts a picture of the crime in Australia from 2005 to 2015 and the percentages of young offenders during this period."***

“

Caution

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Never copy word for word from the question. If you do do, you would be penalised. Always paraphrase the introduction in your own words.

General Statement Part:

- The General statement is the first sentence (or two) you write in your reporting. It should always deal with:
- **What + Where + When.**
- *Example: The diagram presents information on the percentages of teachers who have expressed their views about the different problems they face when dealing with children in three Australian schools from 2001 to 2005.*
- **What** = the percentages of teachers...
Where = three Australian schools...
When = from 2001 to 2005...
- A good General statement should always have these parts.

Vocabulary for the General Trend Part:

- In general, In common, Generally speaking, Overall, It is obvious, As is observed, As a general trend, As can be seen, As an overall trend, As is presented, It can be clearly seen that, At the first glance, it is clear, At the onset, it is clear that, A glance at the graphs reveals that...

Example:

- *1. In general, the employment opportunities increased till 1970 and then declined throughout the next decade.*
- *2. As is observed, the figures for imprisonment in the five mentioned countries show no overall pattern, rather shows the considerable fluctuations from country to country.*

- *3. Generally speaking, citizens in the USA had a far better life standard than that of remaining countries.*
- *4. As can be seen, the highest number of passengers used the London Underground station at 8:00 in the morning and at 6:00 in the evening.*
- *4. Generally speaking, more men were engaged in managerial positions in 1987 than that of women in New York this year.*
- *5. As an overall trend, the number of crimes reported increased fairly rapidly until the mid-seventies, remained constant for five years and finally, dropped to 20 cases a week after 1982.*
- *6. At a first glance, it is clear that more percentages of native university pupils violated regulations and rules than the foreign students did during this period.*
- *7. At the onset, it is clear that drinking in public and drink driving were the most common reasons for US citizens to be arrested in 2014.*
- *8. Overall, the leisure hours enjoyed by males, regardless of their employment status, was much higher than that of women.*

Structure

- Introduction:
- Introduction (*never copy word for word from the question*) + Overview/ General trend (*what the diagrams indicate at a first glance*).
- Reporting Details:
 - Main features in the Details
 - + Comparison and Contrast of the data. (Do not give all the figures.)
 - + Most striking features of the graph.
- Conclusion:
- Conclusion (General statement + Implications, significant comments)
[The conclusion part is optional.]

Tips

- Write introduction and General trend in the same paragraph. Some students prefer to write the 'General Trend' in a separate paragraph and many teachers suggest the both to be written in a single paragraph. Unless you have a really good reason to write the general trend in the second paragraph, try to write them both in the first paragraph. However, this is just a suggestion, not a requirement.
- 2. Your 'Introduction (general statement + overall trend/ general trend) should have 75 - 80 words.
- 3. DO NOT give numbers, percentages or quantity in your general trend. Rather give the most striking feature of the graph that could be easily understood at a glance. Thus it is suggested to AVOID -
- *"A glance at the graphs reveals that 70% male were employed in 2001 while 40 thousand women in this year had jobs."*

And use a format /comparison like the following:

"A glance at the graphs reveals that more men were employed than their female counterpart in 2001 and almost two-third females were jobless in the same year. "

Vocabulary to Start the Report Body:

- Just after you finish writing your 'Introduction' (i.e. General Statement + General overview/ trend), you are expected to start a new paragraph to describe the main features of the diagrams. This second paragraph is called the 'Body Paragraph / Report Body'. You can have a single body paragraph/ report body or up to 3, (not more than 3 in any case) depending on the number of graphs provided in the question and the type of these graphs. There are certain phrases you can use to start your body paragraph and following is a list of such phrases ---

Vocabulary to Start the Report Body:

- 1. As is presented in the diagram(s)/ graph(s)/ pie chart(s)/ table...
- 2. As (is) shown in the illustration...
- 3. As can be seen in the...
- 4. As the diagrams suggest...
- 5. According to the...
- 6. Categorically speaking...
- 7. Getting back to the details...
- 8. Now, turning to the details...
- 9. The table data clearly shows that...
- 10. The diagram reveals that...
- 11. The data suggest that...
- 12. The graph gives the figure...
- 13. It is interesting to note that...

Vocabulary to Start the Report Body:

- 14. It is apparently seen that...
- 15. It is conspicuous that...
- 16. It is explicitly observed that...
- 17. It is obvious...
- 18. It is clear from the data...
- 19. It is worth noticing that...
- 20. It is crystal clear/ lucid that...
- 21. It can be clearly observed that...
- 22. It could be plainly viewed that...
- 23. It could be noticed that...
- 24. We can see that...

Vocabulary to show the changes:

Trends	Verb form	Noun Form
Increase	rise / increase / go up / uplift / rocket(ed) / climb / upsurge / soar/ shot up/ improve/ jump/ leap/ move upward/ skyrocket/ soar/ surge.	a rise / an increase / an upward trend / a growth / a leap / a jump / an improvement/ a climb.
Decrease	fall / decrease / decline / plummet / plunge / drop / reduce / collapse / deteriorate/ dip / dive / go down / take a nosedive / slum / slide / go into free-fall.	a fall / a decrease / a reduction / a downward trends /a downward tendency / a decline/ a drop / a slide / a collapse / a downfall.
Steadiness	unchanged / level out / remain constant / remain steady / plateau / remain the same / remain stable / remain static	a steadiness/ a plateau / a stability/ a static
Gradual increase	-----	an upward trend / an upward tendency / a ceiling trend
Gradual decrease	-----	a downward trend / a downward tendency / a descending trend
Standability/ Flat	level(ed) off / remain(ed) constant / remain(ed) unchanged / remain(ed) stable / prevail(ed) consistency / plateaued / reach(ed) a plateau / stay(ed) uniform /immutable / level(ed) out/ stabilise/ remain(ed) the same.	No change, a flat, a plateau.

Examples:

1. *The overall sale of the company increased by 20% at the end of the year.*
2. *The expenditure of the office remained constant for the last 6 months but the profit rose by almost 25%.*
3. *There was a 15% drop in the ratio of student enrollment in this University.*

4. *The population of the country remained almost the same as it was 2 years ago.*
5. *The population of these two cities increase significantly in the last two decades and it is expected that it will remain stable during the next 5 years.*

Tips:

1. Use **'improve'** / **'an improvement'** to describe a situation like economic condition or employment status. To denote numbers use other verbs/nouns like increase.
2. Do not use the same word/ phrase over and over again. In fact, you should not use a noun or verb form to describe a trend/change more than twice; once is better!
3. To achieve a high band score you need to use a variety of vocabulary as well as sentence formations.

Vocabulary to represent changes in graphs:

Rapid change	dramatically / rapidly / sharply / quickly / hurriedly / speedily / swiftly / significantly / considerably / substantially / noticeably.	dramatic / rapid / sharp / quick / hurried / speedy / swift / significant / considerable / substantial / noticeable.
Moderate change	moderately / gradually / progressively / sequentially.	moderate / gradual / progressive / sequential.
Steady change	steadily / ceaselessly.	steady / ceaseless.
Slight change	slightly / slowly / mildly / tediously.	slight / slow / mild / tedious.

Examples:

1. *The economic inflation of the country increased sharply by 20% in 2008.*
2. *There was a sharp drop in the industrial production in the year 2009.*
3. *The demand for new houses dramatically increased in 2002.*
4. *The population of the country dramatically increased in the last decade.*
5. *The price of the oil moderately increased during the last quarter but as a consequence, the price of daily necessity rapidly went up.*

Vocabulary to represent frequent changes in graphs:

Rapid ups and downs	wave / fluctuate / oscillate / vacillate / palpitate	waves / fluctuations / oscillations / vacillations / palpitations
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Examples:

- 1. *The price of the goods fluctuated during the first three months in 2017.*
- 2. *The graph shows the oscillations of the price from 1998 to 2002.*
- 3. *The passenger number in this station oscillates throughout the day and in early morning and evening, it remains busy.*
- 4. *The changes of car production in Japan shows a palpitation for the second quarter of the year.*
- 5. *The number of students in debate clubs fluctuated in different months of the year and rapid ups and downs could be observed in the last three months of this year.*

Tips:

- DO NOT try to present every single data presented in a graph. Rather pick 5-7 most significant and important trends/ changes and show their comparisons and contrasts.
- The question asks you to write a report and summarise the data presented in graphs(s). This is why you need to show the comparisons, contrasts, show the highest and lowest points and most striking features in your answer, not every piece of data presented in the diagram(s).

Types of Changes/ Differences and Vocabulary to present them:

- **Great change / Huge difference:**

Adjectives	Adverbs
Overwhelming	Overwhelmingly
Substantial	Substantially
Enormous	Enormously

- **Big change / Big difference:**

Adjectives	Adverbs
Significant	Significantly
Considerable	Considerably

- **Medium change / Moderate difference:**

Adjectives	Adverbs
Somewhat	Somewhat
Moderate	Moderately

- **Minor change / Small difference:**

Adjectives	Adverbs
Fractional	Fractionally
Marginal	Marginally
Slight	Slightly

Dates, Months & Years related vocabulary and grammar:

- » From 1990 to 2000, Commencing from 1980, Between 1995 and 2005, After 2012.
- » By 1995, In 1998, In February, Over the period, During the period, During 2011.
- » In the first half of the year, For the first quarter, The last quarter of the year, During the first decade.
- » In the 80s, In the 1980s, During the next 6 months, In the mid-70s, Next 10 years, Previous year, Next year, Between 1980 - 1990.
- » Within a time span of ten years, within five years.
- » Next month, Next quarter, Next year, Previous month, Previous year.
- » Since, Then, From.

Percentage,
Portion and
Numbers:

Percentages:

10% increase, 25 percent decrease, increased by 15%, dropped by 10 per cent, fall at 50%, reached to 75%, tripled, doubled, one-fourth, three-quarters, half, double fold, treble, 5 times higher, 3 timers lower, declined to about 49%, stood exactly at 43%.

Fractions:

4% = A tiny fraction.

24% = Almost a quarter.

25% Exactly a quarter.

26% = Roughly one quarter.

32% ~~Nearly one-third~~, nearly a third.

49% = Around a half, just under a half.

50% Exactly a half.

51% = Just over a half.

73% = Nearly three quarters.

77% = Approximately three quarter, more than three-quarter.

79% = Well over three quarters.

Proportions:

2% = A tiny portion, a very small proportion.

4% = An insignificant minority, an insignificant proportion.

16% = A small minority, a small portion.

70% = A large proportion.

72% = A significant majority, A significant proportion. 89% = A very large proportion.

89% = A very large proportion.

Words/ Phrases of Approximation - Vocabulary:

- » Approximately
- » Nearly
- » Roughly
- » Almost
- » About
- » Around
- » More or less
- » Just over
- » Just under
- » Just around
- » Just about
- » Just below
- » A little more than
- » A little less than.

Vocabulary to represent the highest and lowest points in graphs:

Type	Verb	Noun
Highest Point	peaked / culminated / climaxed / reach the peak / hit the peak / touch the highest point / reach the vertex / reach the apex	a (/the) peak / a (/the) pinnacle / a (/the) vertex / the highest point / an (/the) apex / a (/the) summit, a (/the) top, a (/the) pinnacle, a (/the) acme, a (/the) zenith,
Lowest Point	touch the lowest point / get the lowest point / reached the nadir	the lowest point / the lowest mark / bottommost point / rock bottom point / bottommost mark / nadir / the all-time low / the lowest level / the bottom / rock-bottom

Examples:

- 1. The price of the oil reached a peak amounting \$20 in February and again touched the lowest point amounting only \$10 in July.*
- 2. Student enrollment in foreign Universities and Colleges increased dramatically hitting a peak of over 20 thousand in 2004.*
- 3. The highest number of books was sold in July while it was lowest in December.*
- 4. The oil price reached a peak in 2003 while it was lowest in 2006.*
- 5. The selling volume of the DVD hit the peak with 2 million copies sold in a month but after just three months it reached the bottom with only 20 thousand sold in a month.*

Vocabulary to show fluctuations/ups and downs/ rise and fall in Verb forms:

- Be erratic
- Rise and fall erratically
- Changes sporadically
- Rise and fall irregularly
- Changes Intermittently

Date, month & year related Vocabulary and Grammatical rules:

- Between ...(year/ month)... and ...(year/ month)...
- From ...(year/ month/ day/date)... to ...(year/ month/day/date)...
- In ...(year/ month)...
- On ...(day/ day of the week/ a date)...
- At, In, By
- During ... (year)...
- Over the period/ over the century/ later half of the year/ the year...
- Over the next/ past/ previous days/ weeks/ months/ years/ decades...

Presenting Percentages:

- You can present "a percentage data" in one of the three different ways. It is suggested that you use all these formats in your report writing instead of repeating the same style to show percentages in your writing.
- % = **In percentage / in %**. (20%, 25 percentage, ten per cent etc.)
- % = **In proportion**. (two out of five, every student out of three etc.)
- % = **In fraction**. (one-third, two-fifth, a quarter etc.)

Vocabulary to show how many times...

- » Exactly the same.
- » Roughly the same
- » Practically the same
- » Twice
- » Thrice
- » Four times
- » Five times
- » Ten times
- » Hundred times.

Vocabulary to show how much changed...

- » Halved
- » Equalled
- » Doubled
- » Trebled / tripled
- » Quadrupled (*fourfold / four times*)
- » Pentadrupled (*fivefold / five times*)
- » Hexadrupled (*sixfold / six times*)
- » Septupled (*sevenfold / seven times*)
- » Octupled (*Eightfold / eight times*)
- » Nonupled (*Ninefold / nine times*)
- » Centupled (*hundredfold / hundred times*)

Vocabulary to represent comparison in graphs:

Type	Word(s) should be used
Similar	about / almost / nearly / roughly / approximately / around / just about / very nearly /
Just over	just above / just over / just bigger / just beyond / just across
Just short	just below / just beneath / just short / just under / just a little
Much more	well above / well above / well beyond / well across / well over
Much less	well below / well under / well short / well beneath

Examples:

- *The number of high-level women executives is well beneath than the number of male executives in this organisation, where approximately 2000 people work in executive levels.*
- *About 1000 people died in the highway car accident in 2003 which is well above than the statistics of all other years.*
- *The number of domestic violence cases was just below 500 in March which is just a little over than the previous months.*
- *The average rainfall in London in 2014 was just above than the average of two other cities.*
- *The salaries of male executives in three out of four companies were well above than the salaries of female executives in 1998.*

Expressions to focus on an item in the graph:

-
- Use the following expression to focus on an item in the graph.
 - » With regards to
 - » In the case of
 - » As for
 - » Turning to
 - » When it comes to it/ they
 - » Where ... is/are concerned,.....
 - » Regarding

Compare and contrast:

Useful Vocabulary to make Comparison and Contrast:

- » Similarly, In a similar fashion, In the same way, Same as, As much as, Meanwhile.
- » However, On the contrary, on the other hand, in contrast.
- **Examples:**
 - *The fast food items in uptown restaurants were comparatively cheaper than that of city restaurants.*
 - *The largest proportion of water was used in the agriculture sector in most of the Asian countries while the European countries used the highest percentage of water for industrial purposes.*
 - *The price of the book in store A is cheaper than the price of store B.*
 - *The temperature decreased further and that made the weather condition worse.*
 - *The temperature was better in the mid-April but in mid-July, it became worse.*
 - *Customers were happier than now, according to the survey, as the price was cheaper in 1992.*
 - *The overall production level of this company made the authority happier as it was doubled in the last quarter of the year.*

Vocabulary to present Linkers:

- However,
- On the other hand,
- Similarly,
- On the contrary,
- Meanwhile,
- In contrast,
- By comparison.

Vocabulary to show that something/a trend is similar or the same:

- Use the following vocabularies if both subjects are the same/ identical:
 - Identical to/ Identical with ...
 - ... Equal to with ...
 - ... Exactly the same ...
 - ... The same as ...
 - ... Precisely the same ...
 - ... Absolutely the same ...
 - ... just the same as ...

Vocabulary to show that something/a trend is similar or the same:

- Use the following vocabularies if both subjects are not identical but similar:
 - ... Almost the same as ...
 - ... Nearly the same as ...
 - ... Practically the same as ...
 - ... Almost identical/ similar ...
 - ... About the same as ...

Way to show that something/a trend is just the reverse/opposite:

- » The reverse is the case...
- » It is quite the opposite/ reverse...

Words to make a comparison / contrast:

- A bit/ slightly/ a little/ only just/ approximately/
about/ almost/ precisely/ quite/ nearly/
considerably/ a huge/ a great deal/ quite a lot/
completely/ exactly...

Examples:

- » This year the population growth of the country is slightly higher than the previous year.
- » This year the population grown is almost twice than that of 2007.
- » Sale of the company has increased quite a lot this year.

Using Appropriate Prepositions:

- » Papers are sold **by** the ream.
- » Oranges are purchased and sold **by** the dozen.
- » Students enrollment in the University has increased **by** 2% this year.
- » Eggs are counted **in** dozens.
- » Rice is measured **in** kg.
- » He is junior to me **by** 4 years.

- » The employees are paid **per** week **in** this factory.
- » All these products are made of glasses.

- **Vocabulary - Using the appropriate "Prepositions":**
 - » It started **at**..., The sale started **at** \$20..., It peaked **at**...
 - » It reached **at/to**..., It reached the lowest point /nadir **at**...
 - » It increased **to** 80 **from** 58. It decreased **from** 10 **to** 3.
 - » There was a drop **of** six units. It dropped **by** 3 units.
 - » It declined **by** 15%. There was a 10% drop **in** the next three years.

**Formal and
Informal
expressions
and words:**

Informal

Formal

Go up

Increase

Go down

Decrease

Look at

Examine

Find about

Discover

Point out

Indicate

Need to

Required

Get

Obtain

Think about

Consider

Seem

Appear

Show

demonstrate/illustrate

**Formal and
Informal
expressions
and words:**

Informal

Formal

Start

Commence

Keep

Retain

But

However

So

Therefore/Thus

Also

In addition/Additionally

In the meantime

In the interim

In the end

Finally

Anyway

Notwithstanding

Lots of/ a lot of

Much, many

Kids

Children

Increase:

- **A growth:** There was a growth in the earning of the people of the city at the end of the year.
An increase: Between the noon and evening, there was an increase in the temperature of the coast area and this was probably because of the availability of the sunlight at that time.
A rise: A rise of the listener in the morning can be observed from the bar graph.
An improvement: The data show that there was an improvement in traffic condition between 11:00 am till 3:00 pm.
A progress: There was a progress in the law and order of the city during the end of the last year.

Rapid Increase:

- **A surge:** From the presented information, it is clear that there was a surge in the number of voters in 1990 compared to the data given for the previous years.
- **A rapid increase/ a rapid growth/ a rapid improvement:** There was a rapid growth in the stock value of the company ABC during the December of the last year.

Adjective used before nouns to show the big changes

- Rapid, Sudden, Steady, Noticeable, Mentionable, Tremendous, huge, enormous, massive, vast, gigantic, monumental, incredible, fabulous, great

Highest:

A/ The peak: Visitors number reached a peak in 2008 and it exceeded 2 million.

Top/ highest/ maximum: The oil prices reached the top/ highest in 1981 during the war.

N.B: Some of the words to present the highest/ top of something are given below:

Apex, pyramid, zenith, acme, obelisk, climax, needle, spire, vertex, summit, tower, most, greatest, max, tops, peak, height, crown...

- **Changes:**

- **A fluctuation:** There was a fluctuation of the passenger numbers who used the railway transportation during the year 2003 to 2004.

A variation: A variation on the shopping habit of teenagers can be observed from the data.

A disparately/ dissimilarity/ an inconsistency: The medicine tested among the rabbits shows an inconsistency of the effect it had.

- **Steadiness:**

Stability: The data from the line graph show a stability of the price in the retail market from January till June for the given year.

A plateau: As is presented in the line graph, there was a plateau of the oil price from 1985 to 1990.

- **Decrease:**

A fall: There was a fall in the price of the energy bulbs in 2010 which was less than \$5.

A decline: A decline occurred after June and the production reached to 200/day for the next three months.

A decrease: After the initial four years, the company's share price increased, and there was a decrease in the bearish market.

**Using 'Nouns'
and 'Verbs' to
describe trends
in a graph:**

Verbs

- » Increased (to)
- » Rose (to)
- » Climbed (to)
- » Went up (to)

- » Surge
- » Boomed (to)

- » Decreased (to)
- » Declined (to)
- » Fell (to)
- » Reduce (to)
- » Dipped (to)
- » Dropped (to)
- » Went down (to)

Nouns

- An increase
- A rise
- An upward trend
- A growth

- A surge
- A boom / a dramatic increase.

- A decrease
- A decline
- A fall
- A reduction

- A drop
- A downward trend

Using 'Nouns' Verbs

and 'Verbs' to
describe trends
in a graph:

- » Plunge
- » Slumped (to)
- » Plummeted (to)
- » Remained stable (at)
- » Remained static (at)
- » Remained steady (at)
- » Stayed constant (at)
- » Levelled out (at)
- » Did not change
- » Remained unchanged
- » Maintained the same level
- » Plateaued (at)

Nouns

A slump / a dramatic fall.

A level out
No change
No change

A plateau

**Using 'Nouns'
and 'Verbs' to
describe trends
in a graph:**

Verbs

» Fluctuated (around)

» Oscillated

» Peaked (at) The peak/ apex/ zenith/ summit/ the highest point

» Bottomed (at) The lowest point/ the bottom/ bottommost point

Nouns

A fluctuation

An oscillation

Use 'adjective' to modify the 'Noun' form of a trend and use 'adverb' to modify the 'verb' form of a trend.

Greater or Higher?

We usually use 'greater' when we compare two numbers, and 'higher' while comparing two percentages or ratio. Reversely, 'smaller or fewer' could be used to compare two numbers and 'lower' to compare two percentages or ratios.

- Examples:

1. *The number of male doctors in this city was greater than the number of female doctors.*

2. *The number of European programmers who attended the seminar was fewer than the number of Asian programmers.*

3. *The percentage of male doctors in this city was higher than the percentage of female doctors.*

4. *During 2010, the inflow of illegal immigrants was lower than that of 2012.*

5. *the birth rate in Japan in 2014 was higher than the birth rate in 2015.*

Vocabulary to compare to what extent / to (/by) what degree something is greater/higher than the other

- » Overwhelmingly, Substantially, Significantly. Considerably.
- » Moderately, Markedly.
- » Hardly, Barely, Slightly, Fractionally, Marginally.

Vocabulary to show the sequence:

- » Subsequently, Respectively, Consecutively, Sequentially.
» Previous, Next, First, Second, Third, Finally, Former, Latter.

Tips:

- "The market shares of HTC, Huawei, Samsung, Apple and Nokia in 2010 were 12%, 7%, 20%, 16% and 4% globally."

This above sentence makes it ambiguous to understand which mobile brand had what percentage of market share. If there are more than 2 values/ figures, you should always use '*consecutively/ sequentially/ respectively*'. Using either of these words would eliminate any doubt about the above sentence as it will clearly state that the percentages of market shares mentioned here would match the mobile brands sequentially (i.e. first one for the first brand, the second one for the second brand and so on.)

"The market shares of HTC, Huawei, Samsung, Apple and Nokia in 2010 were 12%, 7%, 20%, 16% and 4% respectively in the global market."

Note: You do not need to use '*consecutively/ sequentially/ respectively*' if there are only two values to write.

Vocabulary to show transitions:

- Vocabulary to describe different types of data/trends in a paragraph while showing a smooth and accurate transition is quite important. Following word(s)/ phrase(s) would help you do so in an excellent way...

Vocabulary to show transitions:

- » Then
- » Afterwards
- » Following that
- » Followed by
- » Next
- » Subsequently
- » Former
- » Latter
- » After
- » Previous
- » Prior to
- » Simultaneously
- » During
- » While
- » Finally.

Few more useful vocabulary to use in your report writing:

- » Stood at
- » A marked increase
- » Steep
- » Gradual
- » Hike
- » Drastic
- » Declivity
- » Acclivity
- » Prevalent
- » Plummet

Useful phrases for describing graphs:

- » To level off
- » To reach a plateau
- » To hit the highest point
- » To stay constant
- » To flatten out
- » To show some fluctuation
- » To hit the lowest point
- » Compared to
- » Compared with
- » Relative to

- **Adjectives:**

- » Rapid, Quick, Sharp, Swift, Sudden, Wild.
- » Steady, Gradual, Moderate
- » Slow, Gentle.
- » Significant, Huge, Enormous, Steep, Substantial, Considerable, Marked, Dramatic, Abrupt.
- » Moderate, Slight.
- » Minimum (singular), Minima (plural)

- **Adverbs:**

- » Rapidly, Quickly, Sharply, Swiftly, Suddenly, Wildly.
- » Steadily, Gradually, Moderately
- » Slowly, Gently.
- » Significantly, Hugely, Enormously, Steeply, Substantially, Considerably, Markedly, Dramatically, Abruptly.
- » Moderately, Slightly.
- » Minimally