

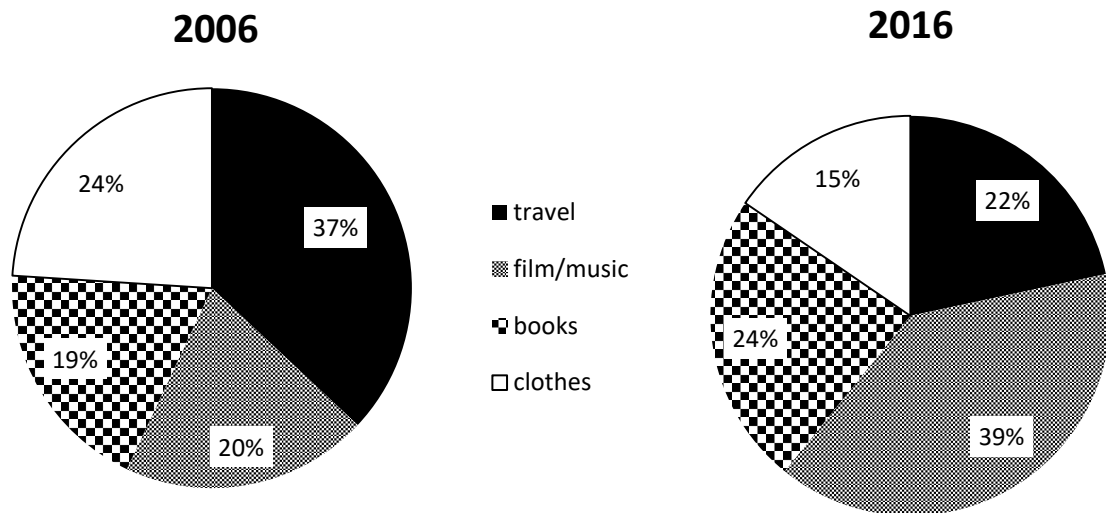
## How To Structure Your Answer

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Your answer must be around 150 words. I recommend that you use a simple three-part structure. The three parts are: introduction, overview, and main body. You don't need to write a conclusion in this task. Look at how I use this structure to answer the following question.

The pie charts show the online shopping sales for retail sectors in the UK in 2006 and 2016.

### Online sales for retail sectors in UK



#### 1 – Write an introduction

You need to begin with one sentence that states what the graphics show. To do this, paraphrase the title of the graphics. To paraphrase means to say the same thing but using different words. You can use synonyms to help you paraphrase the title. In my introduction, I used two synonyms.

*The pie charts (~~show~~) illustrate the (~~online shopping~~) e-commerce sales for retail sectors in the UK in 2006 and 2016.*

## 2 – Give an overview

An overview is a summary of the main trends. The overview is the most important part of your report, because the rest of your answer will be evidence to support it.

Your overview should be only one or two sentences. You may start your overview with the word *overall*. Other useful phrases are; *it is clear that, it can be seen that, it is noticeable that*.

For these pie charts, we can see that spending habits changed quite a lot over ten years. Also, there were large decreases in the proportions of money spent on clothes and travel, and increases in film/music and books. This is a good overview:

*Overall, the charts show that consumers changed their spending habits significantly over ten years. There were increases in the proportions of money spent on film, music and books, but significant decreases on clothes and travel.*

## 3- Write the main body

The main body should be around four to six sentences that provide detail to support the overview. Here are some details from the charts that I can use in the main body.

- *The largest change was the proportion of money spent on films and music.*
- *The proportion of money spent on films and music nearly doubled, rising from 20% to 39%.*
- *The proportion of money spent on books grew significantly from 19% to 24%.*
- *By far the largest decrease was in the proportion of money spent on travel.*
- *The proportion of money spent on travel fell dramatically by 15%, so that travel made up just over two-fifths of total sales.*
- *The proportion of money spent on clothes fell by almost 10% to finish only 15%.*

## The Final Report

Read this full answer to see how the three components combine.

*The pie charts illustrate the e-commerce sales for retail sectors in the UK in 2006 and 2016. Overall, the charts show that consumers changed their spending habits significantly over ten years. There were increases in the proportions of money spent on film, music and books, but significant decreases on clothes and travel.*

*The largest change was the proportion of money spent on films and music. This component nearly doubled, rising from 20% to 39%. In comparison, the proportion of money spent on books only grew moderately, increasing from 19% to 24%. By far the largest decrease was in the proportion of money spent on travel, which fell by 15%. In 2016, travel made up just over a fifth of total sales for retail sectors. The proportion of money spent on clothes fell by almost 10%, to finish at only 15%.*