

What is IELTS Task 1 Report Writing?

Worksheet

IELTS Task 1 report writing is an objective description of data, diagrams, or processes in 150+ words using formal language. You summarize key features, compare figures, and explain trends without personal commentary or speculation.

Questions

1. What is the minimum word count for IELTS Task 1?
A) 100 words
B) 150 words
C) 200 words
D) 250 words
2. What should the Overview section highlight?
A) Your opinion
B) The most striking feature or trend
C) Your personal experience
D) A conclusion
3. What tone is appropriate for a report?
A) Casual and friendly
B) Formal and objective
C) Emotional and personal
D) Humorous and witty
4. Can you include speculation in a report?
A) Yes, as long as you mark it
B) No, only state what is shown
C) Only in the conclusion
D) Yes, if you use 'may' or 'might'
5. Describe a table showing UK population growth 2010–2020.
6. Summarize a bar chart comparing coffee and tea consumption across five nations.
7. Explain a process diagram showing water treatment from source to tap.
8. Define: What word count is required for Task 1?
9. Define: Should you give your opinion in Task 1?
10. Define: What tone should a report use?

Answer Key

1. B) 150 words — Task 1 requires at least 150 words to meet the task completion requirement.
2. B) The most striking feature or trend — The overview identifies the main trend or most notable aspect of the data.
3. B) Formal and objective — Reports use formal, objective language to present facts without bias.
4. B) No, only state what is shown — Reports describe only factual information shown in the data; speculation is not appropriate.
5. Introduction: The table illustrates population changes in the United Kingdom from 2010 to 2020. Overview: The most significant feature is a steady annual increase of approximately 500,000 people. Body: In 2010, the total population was 61.9 million. By 2015, this had risen to 65.1 million, and by 2020 it reached 66.8 million. Summary: In summary, the UK population grew consistently over the decade, with immigration contributing to much of this growth.
6. Introduction: The bar chart compares annual coffee and tea consumption across five major economies. Overview: Coffee consumption far exceeds tea in four out of five nations, with Italy showing the highest coffee intake. Body: Italy leads at 6 kg per capita annually; Japan consumes the most tea at 2.5 kg. Brazil and the USA favour coffee (5.8 and 4.2 kg), while India prefers tea (1.8 kg). Conclusion: Western nations predominantly consume coffee, while Asian markets show higher tea demand.
7. Introduction: This diagram outlines the water treatment process from extraction to household distribution. Overview: The process involves six main stages: extraction, sedimentation, filtration, chlorination, storage, and distribution. Body: Raw water is first extracted from rivers or reservoirs. Sediment settles in large tanks. Sand filters remove smaller particles. Chlorine disinfects the water. Treated water is stored in reservoirs and piped to homes. Conclusion: Each stage ensures water purity and safety before reaching consumers.
8. Minimum 150 words. Writing less results in penalty for task completion.
9. No. Task 1 requires objective description of facts and data only.
10. Formal, impersonal, and objective. Avoid conversational language.

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