

可再另起一段进行简短的综述（并非必须）。上述的任何一个步骤都要遵循依据现有data进行客观描述的原则，任何推测性或议论性的内容写得再多、再精彩不仅不会加分，而且还会成为扣分的因素。

二、data的具体表达法 data在某一个时间段固定不变：fixed in time 在一系列的时间段中转变

：changes over time 持续变化的data在不同情况下：增加

：increase / raise / rise / go up ... 减少：decrease / grow down /

drop / fall ... 波动：fluctuate / rebound / undulate / wave ... 稳定

：remain stable / stabilize / level off ... 最常用的两种表达法：动

词 副词形式（Verb Adverb form）形容词 名词形式（Adjective

Noun form）1. Verb Adverb form The number of XXX

increase/jump/rise/decrease/drop/fall/fluctuate...

insignificantly/significantly/slightly/suddenly/rapidly/dramatically/sh

arply/steeply/steadily/gradually/slowly... from (第一时间) to (第二

时间) / between (第一时间) and (第二时间) 2. Adjective Noun

form There was a (very)

sudden/rapid/dramatic/significant/sharp/steep/steady/gradual/slow/

slight increase/jump/rise/decrease/drop/fall/fluctuation（注意：

上述很多词不可用于修饰fluctuation）in the number of XXX

from (第一时间) to (第二时间) / between (第一时间) and (第二

时间) 描述稳定的data：The number of XXX remained

steady/stable from (第一时间) to (第二时间) / between (第一时

间) and (第二时间) The number of XXX stayed the same from (第

一时间) to (第二时间) / between (第一时间) and (第二时间)

There was little change / hardly any change / no change in the

number of XXX from from (第一时间) to (第二时间) / between (

第一时间) and (第二时间) 描述不同状态的data Noun form: steady 0drop / sharp rise peak / dramatic fall / sharp 0drop Verbal form: (to) bottom out / (to) reach the bottom / (to) increase gradually / (to) reach a plateau / (to) remain steady 描述the highest point以及the lowest point 高点极值 : The monthly profit / The figures / The situation ... peaked in (月份/年) at XXX% / XXX(极点data) 或者reached a peak / a high point at XXX% / XXX(极点data) 低点极值 : XXX bottomed out / reached rock / the bottom / a low point 或者hit a trough 此外 , 在描述过程中还有很多的conjunctional words/sentences , 最常用的固定搭配如下 : 并列 : as well as(句首/中), also, as well(句尾), either, neither, too, moreover, furthermore, in addition, additionally, besides, whats more, apart from ... 举例 : for example, for instance, to illustrate, as an illustration, in particular, particularly, especially 事实 : as a matter of fact, in fact, actually, as long as, so long as ... 雷同/近似 : similarly, likewise(句首/尾), at the same time, equally ... 转折 : however, whereas, nevertheless, nonetheless, though, although, even though, while, yet, on the contrary, contrarily, in contrast, conversely, on the other hand, unlikely, in stead (of), in spite of, despite of ... 原因与结果 1. cause-suggestion (几乎不常用) since / now that I hope that... because of/on account of/owing to/thanks to (doing) sth, I hope that... 2. cause-effect (较常用) XXX lead to / bring about / result in/ account for ... (一个句子), therefore / thus / hence / as a result / consequently / (and) so ... 3. effect-cause (较常用) XXX be caused by / result from / be the result of / be the effect of / be the consequence of ... (一个句子), because ... it is adj. that ... it is

unimaginable that ... it is undeniable that ... it is interesting to discover that ...

三、其它相关常用词 (组)

1. 主章开头 图表类型

type : table. chart. diagram. graph. column chart. pie graph 描述 : show. describe. illustrate. can be seen from. clear. apparent. reveal. represent 内容 : figure. statistic. number. percentage. proportion

2. 表示数据 一般

: have 10%. at 10%. over 10% 最高 (低) 点 : peaked. reached a peak / high point bottomed out. reached the bottom 变化 : recover 略有回升 ; increase. jump. rise/rose. climb decrease. fall/fell. drop. decline. reduce fluctuate 浮动 , 摇摆不定 remained steady/stable. stay the same. little/hardly any /no change 变化程度 : sudden/suddenly 突然的 , 意外的 rapid/rapidly 迅速的 , 飞快的 , 险峻的 dramatic/dramatically 戏剧性的 , 生动的 significant/significantly 有意义的 , 重大的 , 重要的 sharp/sharply 锐利的 , 明显的 , 急剧的 steep/steeply 急剧升降的 steady/steadily 稳固的 , 坚定不移的 gradual/gradually 渐进的 , 逐渐的 slow/slowly 缓慢的 , 不活跃的 slight/slightly 轻微的、略微地 stable/stably 稳定的 表示范围 : from XXX to XXX. between XXX and XXX. for XXX to XXX 多长时间直到 表示程度 : almost adv. 几乎 , 差不多 nearly adv. 几乎 , 密切地 approximately adv. 近似的 , 大约 about adv. 附近 , 大约 , 转向 , 左右 , 周围 just over 刚超过 over adv. 结束 , 越过 , 从头到尾 exactly adv. 正确地 , 严密地 precisely adv. 正好 精确地 ; 清晰地 比例 : 20 per cent 20% one in three 1/3 one out of every four 1/4

3. 其它在描述中的常用到的词

significant changes 图中一些较大变化 noticeable trend 明显趋势 during the same period 在同一时期 grow/grew 增长 distribute 分布 , 区别 unequally 不相等地

pronounced 明显的 average 平均 no doubt 无疑地 corresponding
adj. 相应的，通讯的 represent vt. 阐述，表现 overall 总体上讲
except 除外 in the case of adv. 在...的情况下 in terms of / in respect
of / regarding 在...方面 in contrast 相反，大不相同 in conclusion
adv. 最后，总之 in comparison 相比之下 inversely adv. 相反地，
倒转地 in general 通常，大体上，一般而言 range from excessive
adj. 过多的，过分的，额外 lower v. 降低，跌落 elapse vi. (时间
) 过去，消逝 category n. 种类 government policy 政府政策
market forces 市场规率 measure n. 尺寸，方法，措施 v. 估量，
调节 forecast n. 先见，预见 v. 预测感谢Robert的独家提供
，再次感谢！