Table 4.1 Time spent on main activity by gender, 2005			
Activity	Men	Women	All
	Average minutes per person per day		
Sleep	527	546	537
Meals, personal care	125	127	126
Free time, unspecified time use	342	311	326
Paid work, study	225	146	184
Domestic work	129	228	180
Travel	92	82	87

Office for National Statistics (2006). *The Time Use Survey, 2005*. London: Office for National Statistics

b **Match the sentences (a–g) to the four stages for describing figures in a report.**

1 Introduce _____
2 Explain _____
3 Highlight __*a*__ _____ _____ _____
4 Comment _____

10 Language for writing 1: referring to figures and tables

> ⓘ *We can use an* as-*clause to refer to the information in tables and figures (e.g.* As can be seen … *or* As shown in Table 4.1 …*). Notice that we do not use* it *in this kind of* as-*clause (NOT As ~~it~~ can be seen … or As ~~it~~ is shown in Table 4.1 …).*

10.1 **In pairs, look at the following extracts from reports of research on language learning. Identify four grammatical forms that are used to refer to figures and tables.**

1 The stages of acquisition of sounds are shown in Figure 1.
2 As shown in Table 1, the most frequent tense used was the present perfect.
3 Each workshop was spread over one or two days (see Table 4).
4 The worksheet that I produced is presented in Figure 3.
5 Figure 1 shows in diagrammatic form the training practices that have been described.
6 In order to preserve the meaning of the original utterance, it is necessary to manipulate the three variables of person, place, and time (see Table 2).
7 Figure 1 gives the opening page on the internet as viewed by the student.
8 The result may be the copying of teaching techniques, as illustrated in Figure 2.

11 Language for writing 2: referring backwards and forwards

11.1 **A number of words and phrases are commonly used in academic writing to point backwards or forwards in a text (e.g. *As shown in table 1*). Underline the examples in the following sentences.**

1 The composition of the diet was <u>as follows</u>: 50% sugar, 20% casein, 20% corn starch, and 10% corn oil.
2 As mentioned earlier, alcohol contributes significantly to motor vehicle crashes.
3 There are many exceptions to the above rules.
4 Employment data, as noted above, is not a particularly accurate indicator of output.
5 Cell identity and purity were determined, as previously described.
6 Halliday (2006) criticises those against the war for the following reasons. First, there is …
7 These criticisms were rejected for the reasons discussed below.

11.2 **In pairs, look at the following extracts from students' writing. Underline the language the students used to point backwards or forwards and correct their mistakes in each sentence.**

1 The population can be divided into four age groups as ~~following~~ *follows*: 15 to 24 year olds, 25 to 34 year olds, 35 to 44 year olds, and those 45 and over.
2 As it was mentioned earlier, red meat is an important source of protein.
3 In addition to above factors, customers have other reasons to complain.
4 As being noted above, the early childhood years are vital for full development of cognitive, emotional and social skills.

5 As I described before, radio became an important means of communication from the middle of the twentieth century.

6 The reasons are following. First, work pressures have become so great that parents have less time to spend with their children. Second, ...

7 I increased the number of participants in the study for the below discussed reasons.

> ⊙ *Corpus research shows that the most common past participle that goes in the structure* As .... in table/figure/section/chapter ... is shown. *What do you think are the next most common? The first letters are given to help you.*
>
> 1 sh*own*_____   3 de_____   5 in_____   7 def_____   9 gi_____
>
> 2 di_____   4 il_____   6 se_____   8 dep_____   10 ou_____

12 Writing practice

12.1 a You have been asked to write an essay on gender differences in behaviour. You want to include a section on sleep habits and have found the following information. In pairs, identify the main information and any supporting information you wish to highlight.

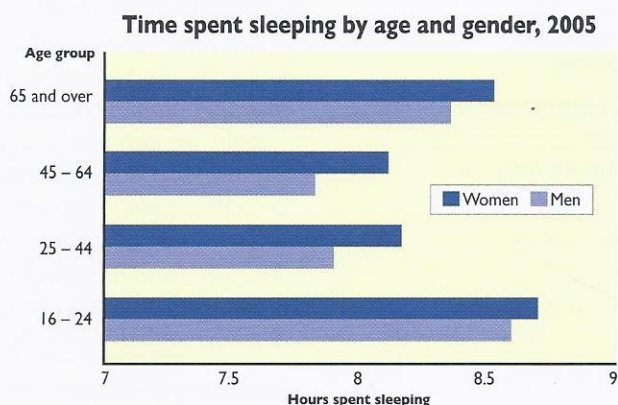Figure 5.1 Time spent sleeping by age and gender, 2005

Time spent sleeping by age and gender, 2005

Table 5.20 Time spent on leisure activities by age and gender, 2005

Leisure activity		16-24	25-44	45-64	65+	All
		Average minutes per person per day				
Social Life	Men	132	81	57	58	77
	Women	135	79	80	79	87
Entertainment & culture	Men	4	4	6	4	5
	Women	11	6	3	4	5
Sport & outdoor activities	Men	32	10	9	12	13
	Women	4	7	9	4	7
Hobbies & games	Men	54	27	37	42	37
	Women	25	13	26	34	23
Reading	Men	10	11	22	57	23
	Women	9	13	24	61	26
TV & Video/DVDs, radio, music	Men	149	137	178	241	170
	Women	126	113	142	214	145
All leisure	Men	382	269	309	414	325
	Women	311	231	284	396	293

Office for National Statistics (2006). *The Time Use Survey, 2005*. London: Office for National Statistics

b Write two paragraphs, one describing Figure 5.1 and the other describing Table 5.20. Follow the four stages in 9.2.