The graph below shows the number of inquiries received by the Tourist Information Office in one city over a six-month period in 2011.

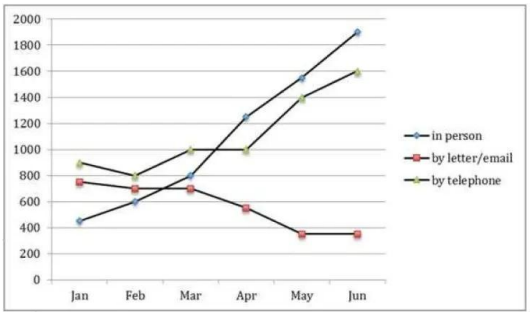
Introduction: Paraphrase the question.

The line graph illustrates how many inquiries the Tourist Information Office received in one city from January to June in 2011 via three ways - in person, by letter or email, and by phone. 34

Overview: Select main features: 3 or 4 main features.
1st key feature -in person and by phone increased.
2nd key feature - letter declined
3rd key feature - the most common method in person.

In general, personal inquires became the most common method by the end of the period. There was an upward trend in the figure for inquires made via written form and personal visits, whereas the number of phone inquires showed an opposite trend. 42

Written form - by letter email
Personal visits - in person
Phone inquires - by phone



Main body 1: in person, by telephone
With regards to categories with overall increases over the period, around 400 inquires in January were made in person, which doubled in March. From April to June,the number of inquires received through personal visits showed a drastic increase **by** approximately 1100 units. As for phone inquires, the centre received around 900 inquires over the phone in January, which was followed by a decrease of 100 in February and then a recovery to 1000 in March. This figure remained unchanged until April before surging to 1600 in June. 87

Main body 2: by letter/email.
However, the amount of written inquires followed a different pattern. It slowly declined to 700 from its starting point of just below 800 from January to March. There was then an interval-on-interval decline of nearly 150 inquires until May, hitting a low of 350 inquires made by mail - the same figure was shown in June too. 57

220 words