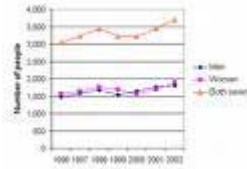


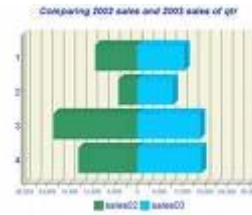
Different types of charts, graphs and diagrams



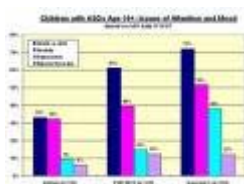
single line graph



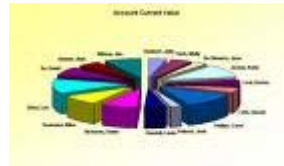
multiple line graph



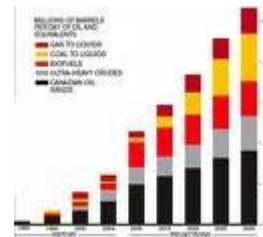
paired bar chart



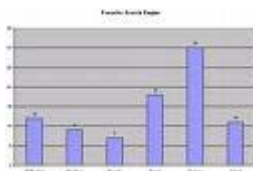
percentage bar chart



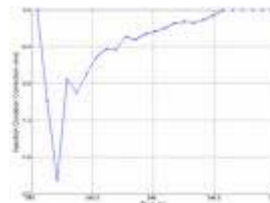
pie chart



stacked bar chart



single bar chart



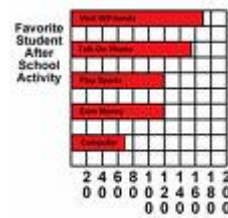
diagram



population chart



flow chart



bar graph



bubble diagram

Pictures from Google images



h

Place the words in the right column, then add a few more words of your own

be constant
expansion
growth
reduction
stability

climb
extension
improvement
rise
stagnation

collapse
fall
level off
shoot up
stand at

cut
go down
push down
soar
stay at

	↗	↘	→
Verbs			
Verbs			
Verbs			
Verbs			
Verbs			
Verbs			
Verbs			
Nouns			
Nouns			
Nouns			
Nouns			
Nouns			
Nouns			



Transitive and intransitive verbs

A transitive verb is an action verb. Second, it requires a direct object to complete its meaning in the sentence. In other words, the action of the verb is transferred to the object directly. To determine whether a verb is transitive, ask whether the action is done to someone or something.

An intransitive verb is an action verb, but it does not have a direct object. The action ends rather than being transferred to some person or object or is modified by an adverb or adverb phrase.

↗	↘	→	↗	↘	→
increase	decrease	maintain	increase	decrease	stay at
raise	drop	keep	rise	drop	reach a peak
step up	cut		grow	decline	remain stable
expand	go down		expand	fall	
improve			improve		

Write sentences using the transitive and intransitive verbs

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____





Introduction to Pie Charts

You are usually asked to compare 2 pie charts but sometimes you only have 1 chart to describe.

Single Pie Chart

Paragraph 1

Describe what sort of chart it is and what it is about.

Paragraph 2

Describe the sections of the graph starting with the biggest and working your way down.

Paragraph 3

A short conclusion giving an overall view of what the chart is about.

Two Pie Charts

If you have 2 pie charts they will be giving similar information so you can compare the two. This type of writing is similar to a compare and contrast essay.

Paragraph 1

Explain that they are pie charts and say what they are describing. This is the same as line graphs except there are 2.

Paragraph 2

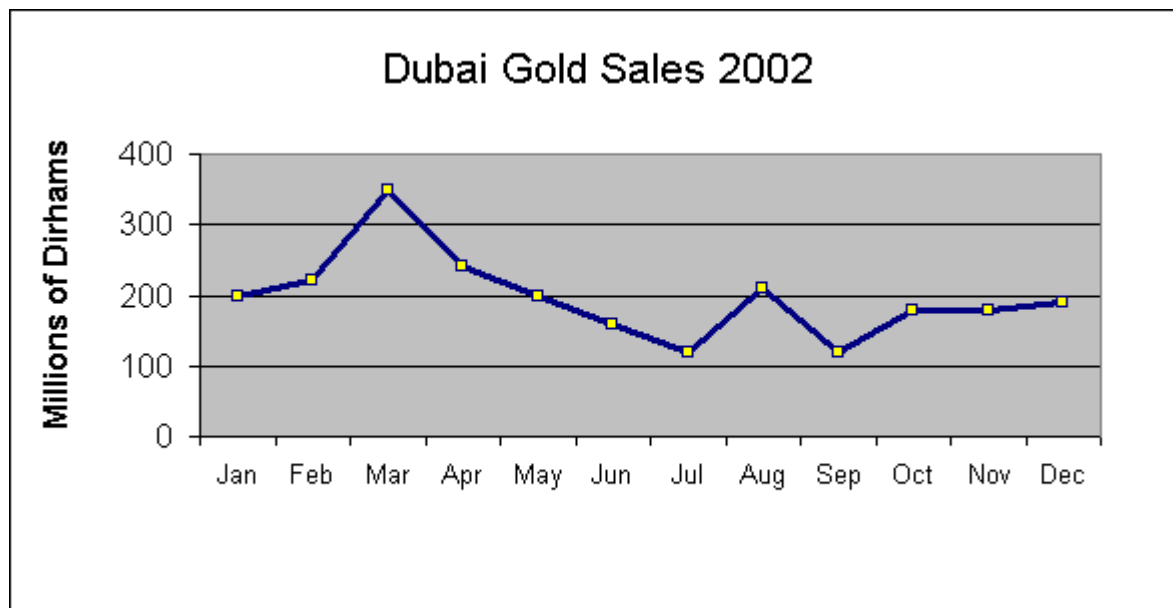
Compare the data between the two charts. Start with the biggest sectors and work your way down.

Paragraph 3

Conclusion. Mention the important similarities and differences.



Fill in the correct word



a low point declined doubled drop
 from increased slightly recovered remained
 rising sharply sudden to were

In January, gold sales _____ about 200 million dirhams per month. In February they _____ to Dhs 220 million, _____ to a peak of 350 million dirhams in March. Over the next four months, sales _____ steadily, reaching _____ of 120 million dirhams in July.

In August, there was a _____ increase. Sales almost _____, rising _____ Dhs 120 million in July to Dhs 210 million in August. This was followed by a [?] in September to Dhs 120 million.

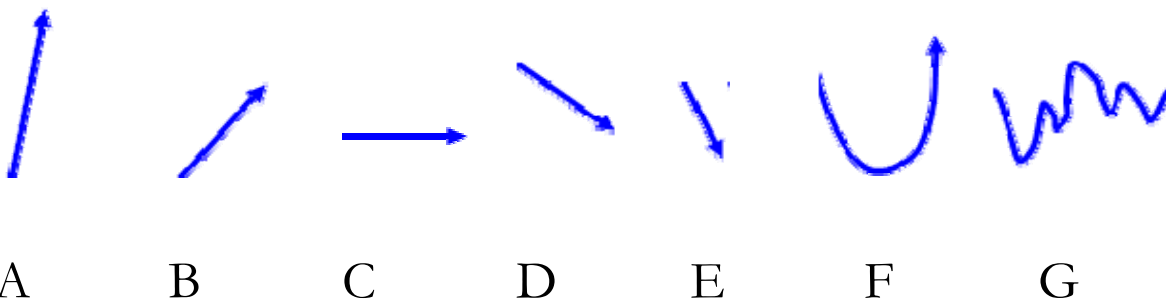
From September to October, sales _____ from Dhs 120 million to Dhs 180 million. In October and November, sales _____ steady, and there was a small increase in December _____ 190 million dirhams.

<http://www.admc.hct.ac.ae/hd1/english/graphs/goldsales.htm>



Place the correct letter in the box

- | | | | | | |
|-----------------------------------|---------------------------------|-----------------------------------|------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> slump | <input type="checkbox"/> rise | <input type="checkbox"/> recover | <input type="checkbox"/> plunge | <input type="checkbox"/> pick up | <input type="checkbox"/> plummet |
| <input type="checkbox"/> drop | <input type="checkbox"/> soar | <input type="checkbox"/> climb | <input type="checkbox"/> fall | <input type="checkbox"/> rally | <input type="checkbox"/> bounce back |
| <input type="checkbox"/> take off | <input type="checkbox"/> crash | <input type="checkbox"/> escalate | <input type="checkbox"/> slide | <input type="checkbox"/> stabilize | <input type="checkbox"/> flatten out |
| <input type="checkbox"/> decline | <input type="checkbox"/> rocket | <input type="checkbox"/> dip | <input type="checkbox"/> fluctuate | <input type="checkbox"/> hold steady | |



Expressing approximation

We use words to express approximation when the point we are trying to describe is between milestones on the graph.



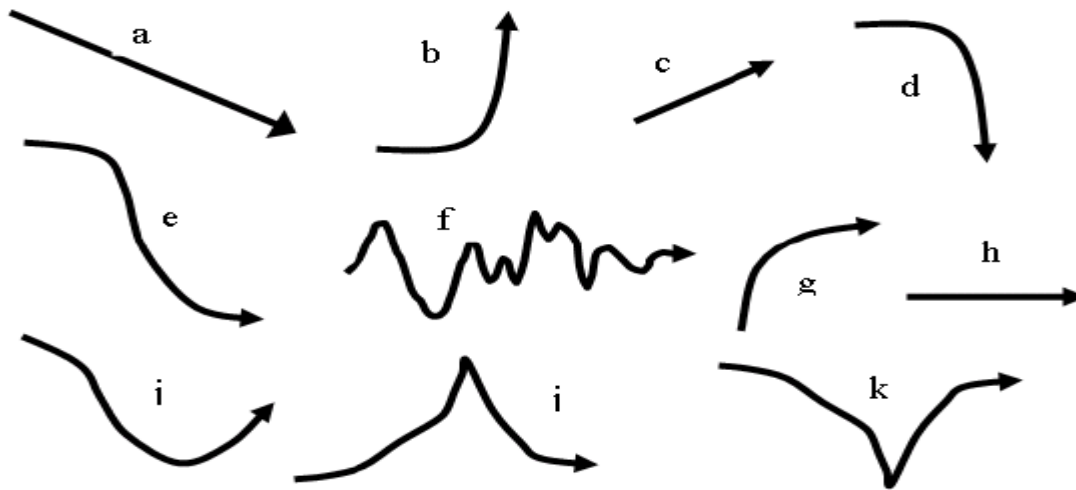
Expressing the Movement of a Line

Verbs	Nouns	Adjectives	Adverbs
rise (to)	a rise	dramatic	dramatically
increase (to)	an increase	sharp	sharply
go up to		huge	hugely
grow (to)	growth	steep	steeply
climb (to)	a climb	substantial	substantially
boom	a boom	considerable	considerably
peak (at)	(reach) a peak (at)	significant	significantly
fall (to)	a fall (of)	marked	markedly
decline (to)	a decline (of)	moderate	moderately
decrease (to)	a decrease (of)	slight	slightly
dip (to)	a dip (of)	small	
drop (to)	a drop (of)	minimal	minimally
go down (to)			
reduce (to)	a reduction (of)		
a slump			
level out	a leveling out		
no change	no change		
remain stable (at)			
remain steady (at)			
stay (at)			
stay constant (at)			
maintain the same level			

Describing the Speed of a Change

Adjectives	Adverbs
rapid	rapidly
quick	quickly
swift	swiftly
sudden	suddenly
steady	steadily
gradual	gradually
slow	slowly





1. The market is showing some signs of growth. _____
2. The market is extremely volatile. _____
3. The pound slipped back against the dollar. _____
4. The Swiss franc is staging a recovery. _____
5. The yen lost ground slightly. _____
6. There's been a dramatic downturn in the market. _____
7. There's been an upsurge of interest in gold. _____
8. The share price bottomed out at 11 cents. _____
9. Gold peaked at €300 an ounce. _____
10. Profits will level off at around €10,000. _____
11. Sales hit an all-time low. _____
12. There hasn't been much movement in the price of tin _____

<http://www.admc.hct.ac.ae/hd1/english/graphs/movement.htm>

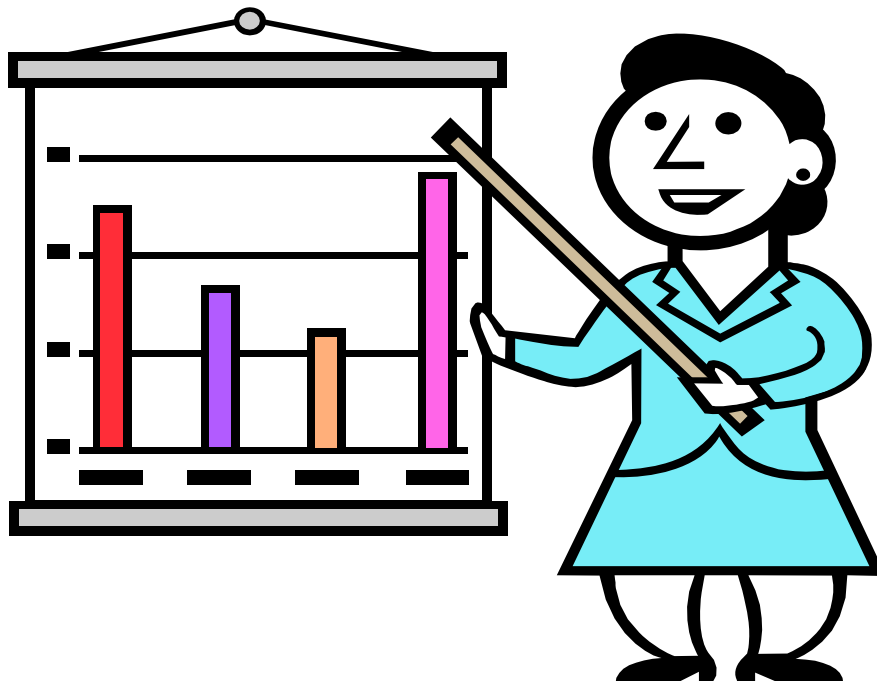


Introducing visuals

- I'd like you to look at this graph...
- Let me show you this pie chart...
- Let's have a look at this model...
- Let's turn to this map...
- To illustrate my point let's look at some diagrams...
- As you can see from these figures...
- If you look at these photographs you'll see...
- If you look at this bar chart you'll notice...
- If you look at this histogram you'll appreciate...
- If you look at this flow chart you'll understand ...
- If you look at this matrix...

 Naming the parts of diagrams

The vertical axis represents total annual sales. The horizontal axis shows our market share. The curve, The solid line, The dotted line, The broken line, The shaded area, The unshaded section, The dotted column, The coloured segment, The red bar...



Saying when your audience may ask questions:

useful optional expressions...

- There will be time for questions at the end...
- Please feel free to interrupt me as I go along.

Introducing topics:

- I want to look at ...
- I'd like to review ...
- I want to discuss ...
- I'm going to analyse ...
- I want to cover ...
- I'd like to talk about ...

Moving on:

- Let's now move on to ...
- I'd like to go on to ...
- This brings me to ...
- I now want to ...

Looking back:

- Let's look back for a moment ...
- To go back to ...
- As I said before ...

Adding:

- In addition ...
- I might add that ...
- Furthermore ...
- Moreover ...

Dealing with interruptions:

- Perhaps I could return to that point later on?
- If I might just finish?
- If you'd allow me to continue?

Summarising and concluding

- To sum up then, ...
- To summarise my main points ...
- I'd like to conclude by reminding you that ...
- Let me end by ...
- I'd like to finish ...
- In conclusion, may I remind you ...
- Finally, ...

