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DESCRIBING DATA

Scan to review worksheet

Expemo code:
1HQ6-L1L3-819

1 Warm up

In pairs, discuss the following questions.

1. What sort of information do you need to know to effectively do your work?

2. How does your company gather information that it needs?

3. Would you feel comfortable presenting information to colleagues? Why/why not?

2 Understanding Writing - Part 1

In Writing - Part 1, you will be presented with information of some kind, this could be a bar chart, line graph, or pie chart. Your task will be to describe the information in a short essay. To be good at this task you will need to pick out the most important information and accurately describe it.
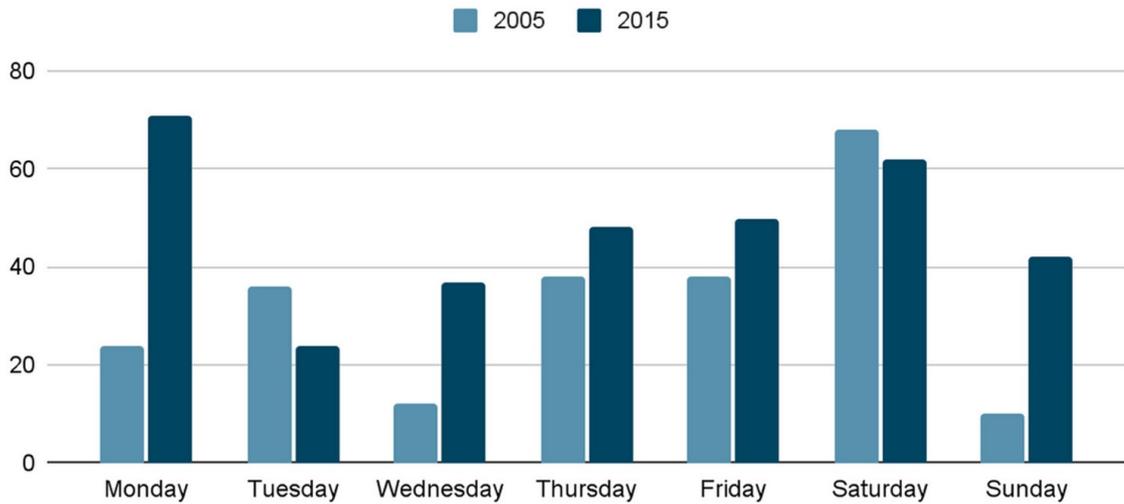
Part A: Read the task below.

- The graph below shows the number of sales of units in a shoe shop in the years 2005 and 2015 during each day of the week.

- Using the information from the graphs, write a short report describing the general changes.

- Write 120 - 140 words.

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Daily sales
Footwear sold

Complete the model answer with the words from the box. You will not need all of the words.

> tripled / substantially / exception / plummeted / significant
> improvement / sharp / increase / dip / decade / quadrupled

This report describes the difference in the pairs of footwear sold between 2005 and 2015 for a shoe shop.

Overall, we have seen a general _____ [1] in trade on all days with the _____ [2] of Tuesday and Saturday when there has been a decrease.

The most _____ [3] growth has been on Sundays when sales have almost _____ [4]. On the whole, midweek sales have increased _____ [5], though this is offset somewhat by a slight _____ [6] in Saturday sales. This is presumably because more people are shopping all week rather than leaving the majority of their shopping until the weekend. In comparison, Monday sales have _____ [7] the 2005 numbers.

In general, we've seen a major rise in sales over the _____ [8], with an especially noticeable _____ [9] on Sundays and Mondays.

Part B: Look at this graph showing profits for a company in different regions over three years.
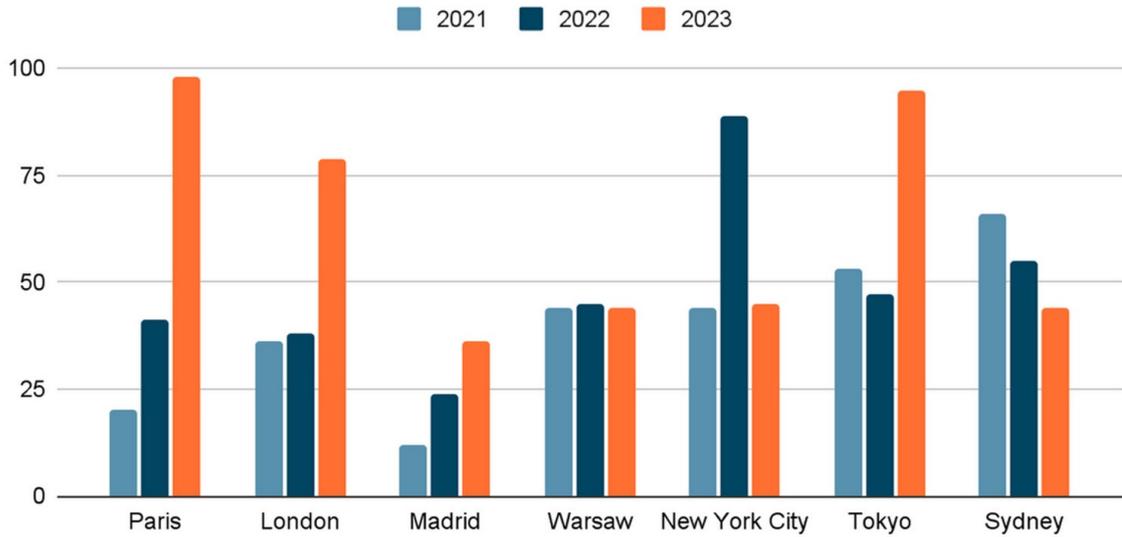
Answer the following questions with the names of the cities on the graph.

1. Which region had the highest sales in 2023? → _____

2. Which region has the highest sales in 2022? → _____

3. Which region had the highest sales in 2021? → _____

4. Which region saw a small fluctuation in its sales over the three years? → _____

5. Which regions saw 2022's profits double compared to the previous year? → _____

6. Which region saw a steady decline in sales? → _____

7. Which cities saw their profits double from 2022 - 2023? → _____

8. Which region showed the strongest overall performance? → _____

Now complete gaps 1 - 12 in the model answer with one word or a number of your own choosing.

The report describes the difference in sales between seven different regions over a period of three years.

The strongest overall performer was _____ [1] which saw its profits _____ [2] each year. By contrast, the poorest performer was _____ [3], however, there has been a _____ [4] increase in profits in this region. Although its profits have generally been high _____ [5] to other regions, there has been a slow decline in _____ [6] profits. London saw steady sales in the first two years, followed by a major boost in profits in 2023 which was a similar performance to _____ [7] except that 2022 saw a slight dip in their profits. _____ [8], however, saw _____ [9] profits across all three years. New York City saw the highest sales of _____ [10], but there was a sudden _____ [11] back to 2021 levels the following year.

Overall, sales were strong, but research is needed in Sydney to make sure this doesn't become a _____ [12].

3   Describing change

When it comes to describing change, it's important to accurately describe what you see as well as using a variety of language. You can do this by matching adjectives and nouns, or verbs and adverbs.

Part A: Complete the table with the missing words.

adjective	adverb
sharp	1) _____
2) _____	gradually
significant	3) _____
4) _____	slightly
sudden	5) _____
6) _____	steadily
7) _____	substantially
noticeable	8) _____

Part B: Look at the graph which shows the sales of two different sales people of a particular product over a seven-year period.

Now complete the following sentences with a suitable adjective or adverb from the box.

1. Between 2013 and 2016, Sam's sales rose _____ .

2. There was a _____ rise in Sam's sales between 2013 and 2016.

3. There was a _____ decrease in Lesley's sales between 2013 and 2014.

4. Lesley's sales decreased _____ between 2013 and 2014.

5. There was a _____ dip in Sam's sales between 2018 and 2019.

6. Between 2018 and 2019, Sam's sales dipped _____ .

7. There was a _____ drop in Lesley's sales between 2016 and 2017.

8. Lesley's sales dropped _____ between 2016 and 2017.

Part C: Now complete the following sentences using a different part of speech from the word in brackets.

1. Between 2016 and 2018, there was a slight _____ in Sam's sales. **(fluctuate)**

2. There was a _____ increase in Lesley's sales from 2014 to 2015. **(moderation)**

3. From 2013 to 2014, Lesley's sales _____ dramatically. **(plunge)**

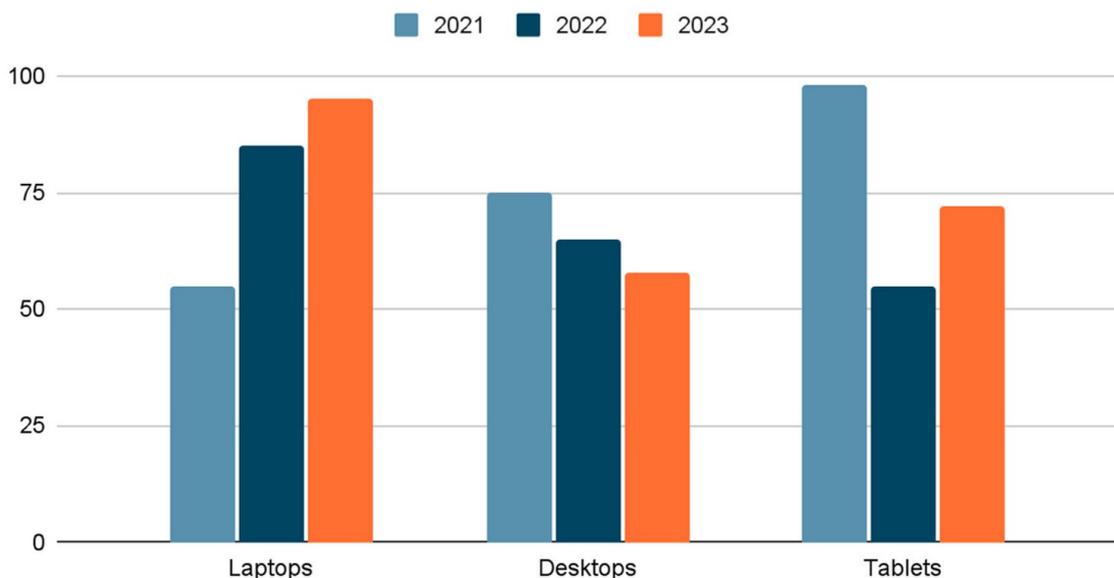4. Between 2013 and 2016, Sam's sales climbed _____. **(consistent)**

4 Writing - Part 1

Read the task.

- The chart below shows the number of units of different products sold over three years.

- Using the information in the chart, write a short **report** comparing the contributions of the three products to profits in the three years.

- Write **120** - **140** words.

Units sold in 000s

Legend: 2021, 2022, 2023

	Laptops	Desktops	Tablets
2021	55	75	98
2022	85	65	55
2023	95	58	72

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5 Speaking - Part 2

In Speaking - Part 2, you will be given a choice of three topics. You should choose one and talk about it for approximately one minute. You will do this with a partner and when you have finished speaking, your partner will ask you a question about what you have said. The person listening may make notes about the talk if they wish. When it is your turn, you will have one minute to prepare. You should structure your talk like a mini presentation in a business situation with a beginning, middle and an end.

In pairs, look at the following topics. Take it in turns to talk about one of them after taking a minute to plan what you want to say. If you are listening, use the time to think of a question to ask your partner. When the first person has finished, repeat the process with the second person.

Describing data

A **Giving a presentation:** Give the considerations you should have when planning a presentation for people who you do not work with.

B **Finding data:** Describe what you need to do when conducting research for data for a presentation.

C **Giving advice:** Describe what advice you would give to someone who was new to giving presentations.

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