

HOW TO DESCRIBE GRAPHS & TRENDS

1. Types of Graphs

A flow chart is a diagram showing progress through the *steps* of a *process* or of a complex activity.



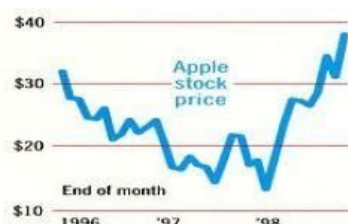
A pie chart displays the *size* of each part as a percentage of a *whole*.



A (vertical or horizontal) bar chart is used to compare *different* items.



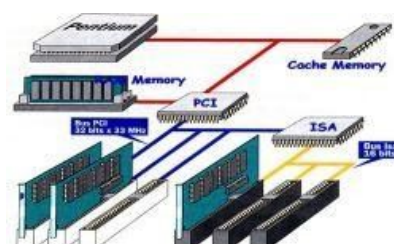
A line chart depicts changes over a period of time, showing data and trends.



A table is a convenient way to show large amounts of *data* in a small space.

30 Jan 2003	AUST Sch	BELG Fr	DAN Kr	GER Dm	NETH Fl	FIN Markka	FR Fr	GREC Drach
AUSTRIA Schilling	-	0.341	1.839	7.036	6.270	2.355	2.085	0.044
BELGIUM Franc	2.929	-	5.387	20.61	18.36	6.897	6.107	0.130
DENMARK Krone	0.544	0.186	-	3.825	3.409	1.280	1.134	0.024
GERMANY Deutschmark	0.142	0.049	0.261	-	0.891	0.335	0.296	0.006
NETHERLANDS Guilder	0.159	0.054	0.293	1.122	-	0.376	0.333	0.007
FINLAND Markka	0.425	0.145	0.781	2.988	2.663	-	0.885	0.019
FRANCE Franc	0.480	0.164	0.882	3.374	3.007	1.129	-	0.021
GREECE Drachma	22.49	7.679	41.37	158.2	141.0	52.96	48.90	-

A diagram is a drawing showing arrangements and situations, such as *networks*, distribution, fluctuation...

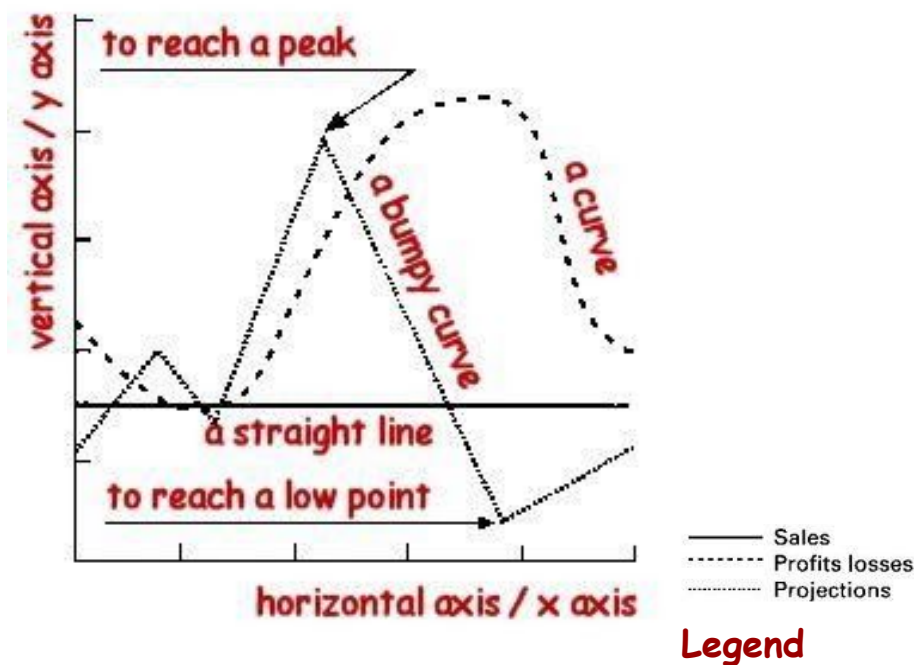


2. Introducing a graph

In the presentation you have to present various graphs. To introduce the graph, decide which type it is and then explain the topic and the general circumstances.

Introduction	Topic	Circumstances
This graph shows ...	the results of our products ...	over 10 years.
The diagram outlines ...	rates of economic growth ...	between 1990 and 1996.
This table lists ...	the top ten agencies ...	in the industrial world.
This pie chart represents/ accounts for...	the company's turnover ...	for this year in our sector.
This line chart depicts ...	the changes in sales ...	over the past year.
This chart breaks down (ventile) ...	the sales of each salesman ...	during the past ten weeks.

Then, you have to describe the elements of the graph, what each axis represents, the colours or types of lines and the legend.



3. Giving details about the facts

Then, you have to describe each of the facts that appear (e.g. each year or amount of money) and how it has changed. That is, the trend it is following.

A. First you have to choose a period which to want to talk about:

Time phrases

- As we can see, from 2000 to 2005.....
- From 150 to 200 units
- In March...
- In 2006
- For 5 years,
- Between 2015 and 2018
- During/throughout the period from 2000 to 2005

B. Then, choose a verb or a noun that describes the action:

The four basic trends are :

- upward movement : ↗
- downward movement : ↘
- no movement : →
- change in direction

Verbs and Nouns indicating upward movement : ?

Verbs		Nouns
Transitive	Intransitive	
(to) increase	(to) increase	(an) increase
(to) raise	(to) rise (rose, risen)	(a) raise (US), a rise (UK)
(to) push/put/step up	(to) go/be up	(an) upswing
	(to) grow	(a) growth
(to) extend, (to) expand	(to) extend, (to) expand	(an) extension, expansion
	(to) progress	(a) progression
	(to) boom/soar/climb	(a) boom
	(to) jump, (to) skyrocket	(a) jump
	(to) reach a peak	(a) peak
	(to) reach an all-time high	
	(to) improve	(an) improvement

Verbs and Nouns indicating downward movement : ?

Verbs		Nouns
Transitive	Intransitive	
(to) decrease	(to) decrease	(a) decrease
(to) cut, (to) reduce		(a) cut, (a) reduction
	(to) fall (off) (fall, fell, fallen)	(a) fall
	(to) plunge, to plummet	(a) plunge
	(to) drop (off)	(a) drop
	(to) go down	(a) downswing
	(to) decline	(a) decline
	(to) collapse	(a) collapse (dramatic fall)
	(to) slump, (to) go bust	(a) slump
	(to) bottom out	

Verbs and Nouns indicating no movement : ?

Verbs		Nouns
Transitive	Intransitive	
(to) keep ... stable	(to) remain stable	
(to) hold ... constant	(to) stay constant	
(to) stabilize	(to) stabilize	stability

Indicating a change of direction

Verbs		Nouns
Transitive	Intransitive	
(to) level off	(to) level off/out, to flatten out	(a) levelling-off
	(to) stop falling/rising	(a) change
(to) stand at	(to) remain steady	
	(to) stop falling and start rising	
	(to) stop rising and start falling	

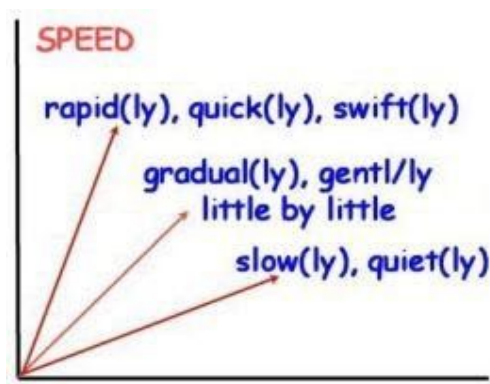
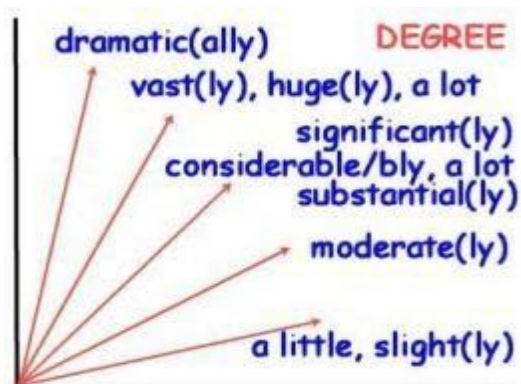
C. Then, choose an adjective or an adverb to describe how:

But when is it an adjective and when an adverb?

Sales rose steadily from the 1st to the 3rd quarter but then there was a sharp drop.

↑
Adverb
Ending in -ly (-mente)
How did sales rise?
De qué manera?

↑
Adjective
What kind of drop?
Cómo fue?



Adjectives

Adverbs

Dramatic	dramatically
Sharp	sharply
Steep	steeply
Significant	significantly
Marked	markedly
Moderate	moderately
Slight	slightly
Small	
Minimal	minimally
Rapid	} rapidly quickly swiftly
Quick	
Swift	
Sudden	suddenly
Steady	steadily
Gradual	gradually
Slow	slowly

4. Putting it all together

Plan each of the graphs you are going to show on the presentation like this:

1. Paragraph 1. - INTRODUCTION -

Explain the type of graph and what it shows. Describe the different elements.

2. Paragraph 2. - DETAILS OF EACH PERIOD-

Now you have to choose the different relevant periods of time in which the biggest changes have occurred. Give details of each period selecting a time, a verb or noun and an adverb or an adjective that best describes it. Show the significant differences and make comparisons supporting it with the **numbers and figures** from the diagram.

3. Paragraph 3. - CONCLUSIONS & SUMMARY-

End with one or two sentences that give an overall summary of the main features. You give reasons or conclusions on the results. e.g. *To sum up, the main trend of the graph (diagram) is to show that sales went up all year because we invested in ads.*

→ See example in attached pdf. (aula virtual)
