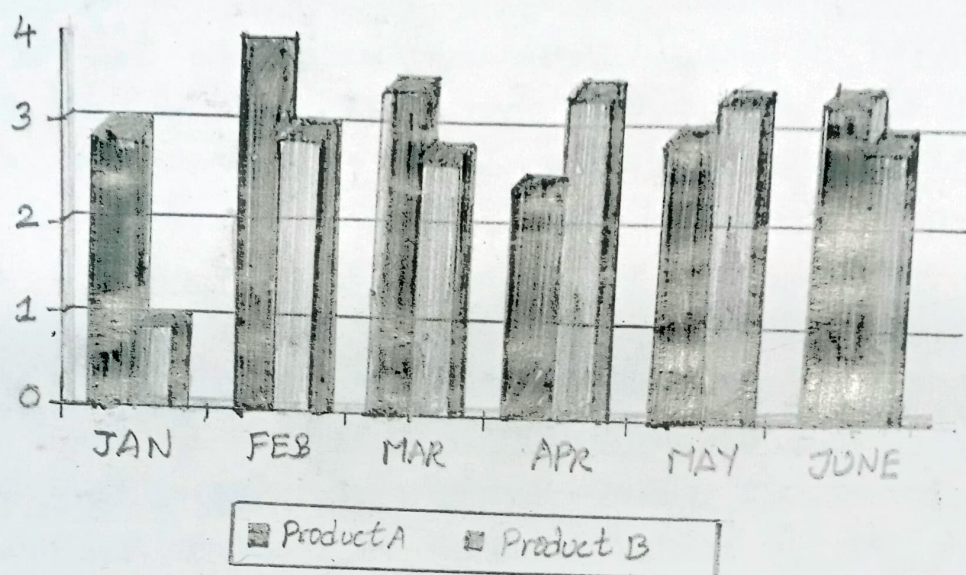


Bar Chart



This bar chart describes the sales figures of products A and B for the period from January to June in respect of a firm.

In January, 3000 units of product A were sold whereas only 1000 units of product B were sold in the same period. Product A sold three times as much as product B.

The situation improved in February when the sale of product A increased by 1000 when it touched the 4000 mark, which was the highest in the entire six month period, from January to June. Similarly, the sale of product B shot up to the 3000 mark.

In March, both products A and B were in equal demand. The demand for product A became less, from 4000 in February to just 3,000 in March. On the other hand, the demand for product B was the same as it was in February namely, 3000.

The figures for the month of April present a different picture. The demand for product A further decreased to about 2600 whereas the demand for product B was more than what it was in March. The demand for product A further diminished while the demand for product B further increased.

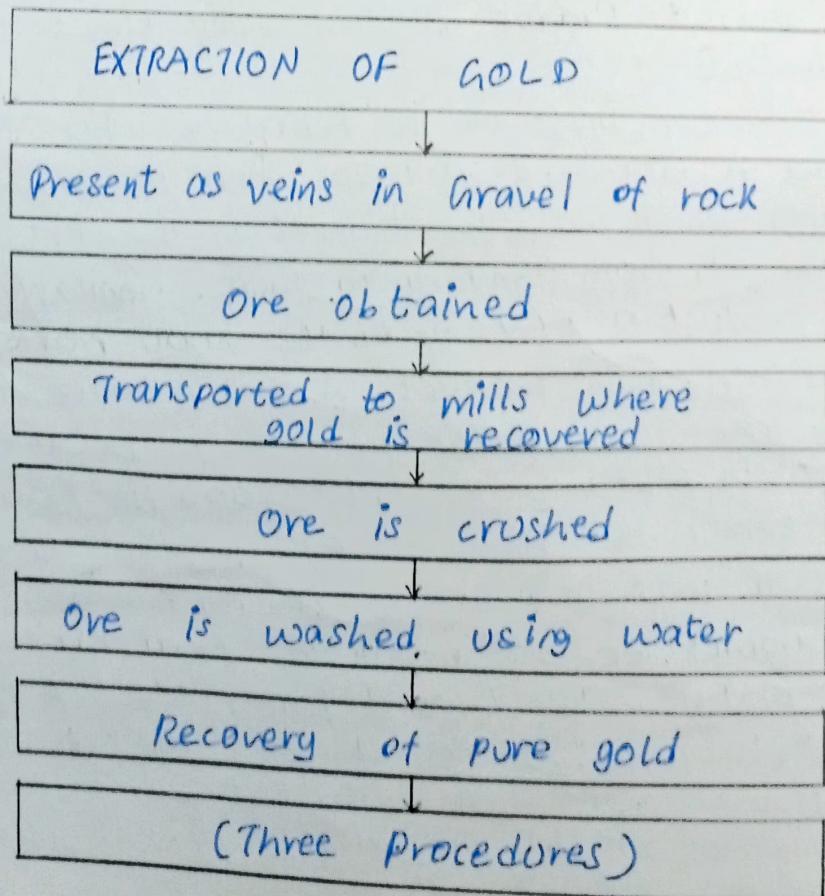
The month of May shows appreciation in demand for both the products. The sale of Product A increased to 3000 what it was in January, while the sale of product B was above the 3000 mark, the highest during the period January to June.

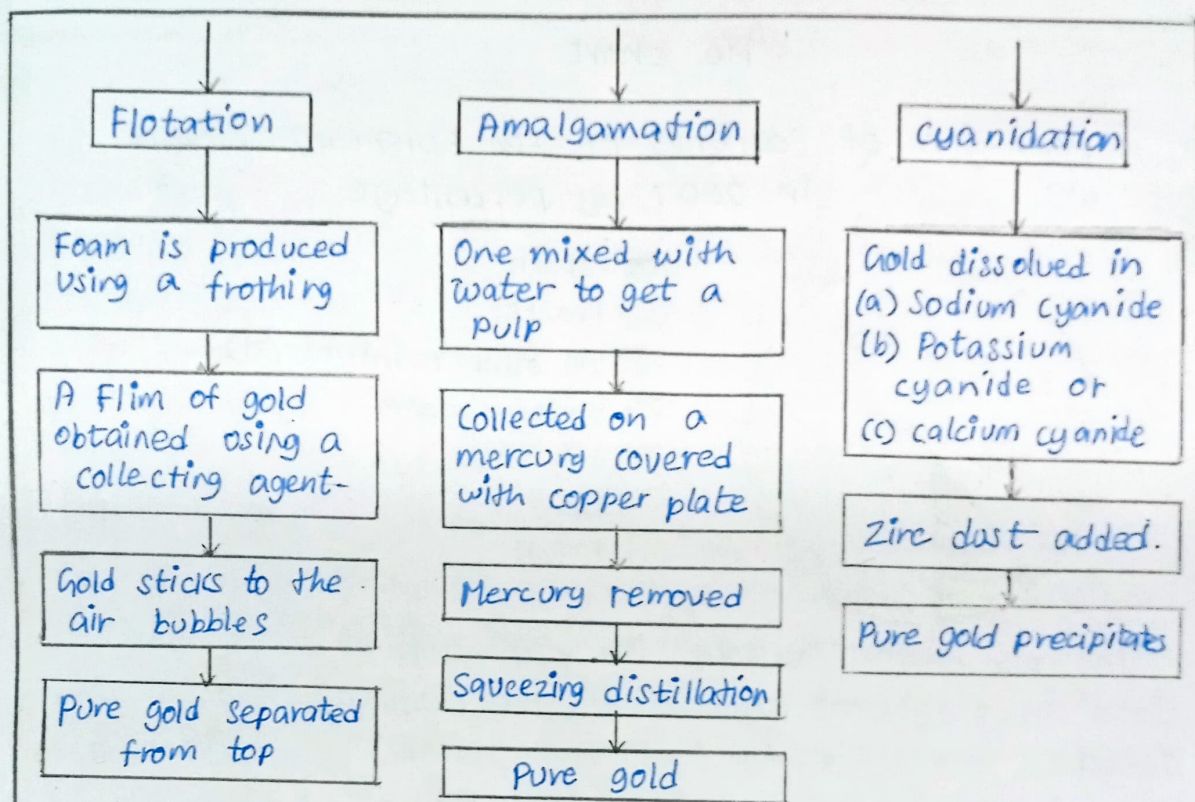
In June, product A experienced a further rise in its state, well beyond 3000, next only to what it was in January but the sale of product B for the first time showed a decreasing trend, but still firm at 3000, what it was in February.

The bar chart shows that the maximum sale of product A was in February when it touched the 4000 mark, whereas the maximum sale of Product B was in May, when it was above 3000. It was a big leap from 1000 in January.

Flow - Chart

Extraction of Gold

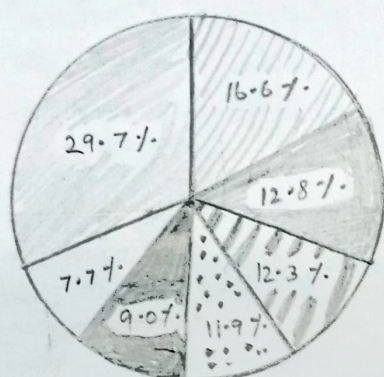




The flow chart describes the method of extracting pure gold from its ore. Generally gold is present as veins in gravel or rock. From then the ore is obtained. The impure ore is transported to the mills where it is crushed. Then the ore is flotation. In this process, a frothing agent is used to produce gold. When a collecting agent is used, a film of gold is obtained. This film sticks to the air bubbles and the gold is separated from the top. Another method is amalgamation. Here, the ore is mixed with water, and this pulp is collected on a copper plate covered with mercury. Mercury is removed by squeezing or distillation and then pure gold is obtained. Yet another method is cyanidation. In this process a weak solution of sodium, potassium or calcium cyanide is used to dissolve the gold. Finally zinc dust is added and pure gold precipitates.

Pie chart

Population of countries of the European Union
in 2007 by percentage

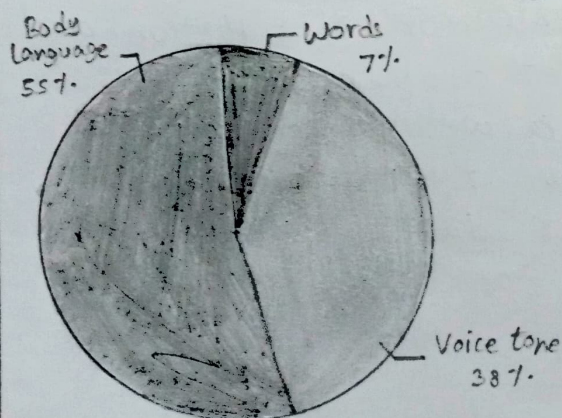


- Spain
- France
- All other countries (21)
- United Kingdom
- Germany
- Italy
- Poland

The pie chart illustrates the proportion of people who lived in 7 different countries of the European Union in 2007. Overall, the Germany had more people than other 6 countries. Especially, the 4 countries Germany, France, United Kingdom and Italy made up over half of population in European Union. France which had the second largest the percentage of people accounted for 13 percent of the total.

In comparison with the number of people in Spain which had 9%, the population in Poland had around 8 percent. Noticeably, the twenty-one other countries of European union occupied.

statistics of verbal and Non-verbal communications.



The above pie graph illustrates the importance of verbal and non-verbal communication during the 1960s and 1970s. Albert Mehrabian's work on spoken communication led to the conclusions outlined in the pie chart. It might be a surprise to see that the words you speak only account for 7% of the meaning of your message. Much more important are the tone of your voice (38 percent) and your body language, including facial expressions, your gestures and posture. (55 percent). We can conclude that body language plays a higher role than the other forms of conversations and conveying your message.

~ Thank you