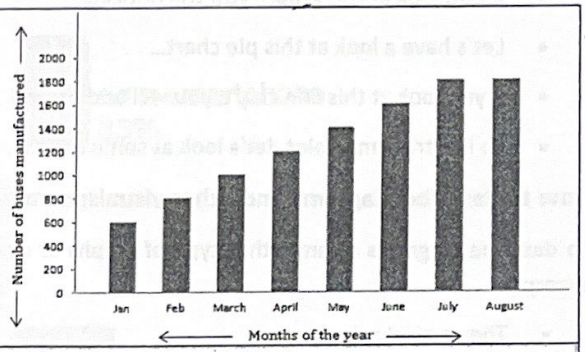
How to describe charts, graphs, and diagrams in the presentation

Why do you need to use charts, graphs, and diagrams?

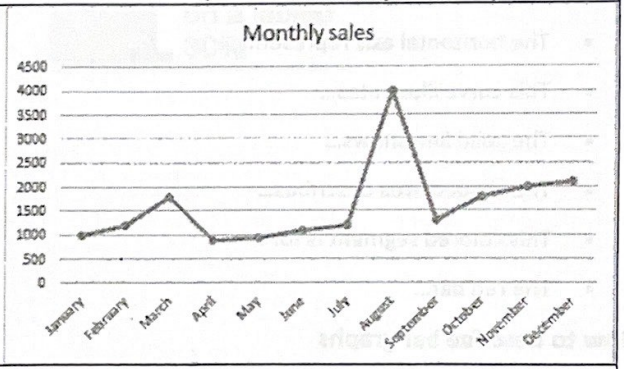
A lot of presentations are focused on data and numbers. Apart from essential business presentation phrases, charts, graphs, and diagrams can also help you draw and keep the attention of your listeners. Add them to your presentation, and you will have a profound evidence-based work.

Graphs, Charts & Diagrams: Data can be represented in many ways. The 4 main types of graphs are a bar graph or bar chart, line graph, pie chart, and diagram.

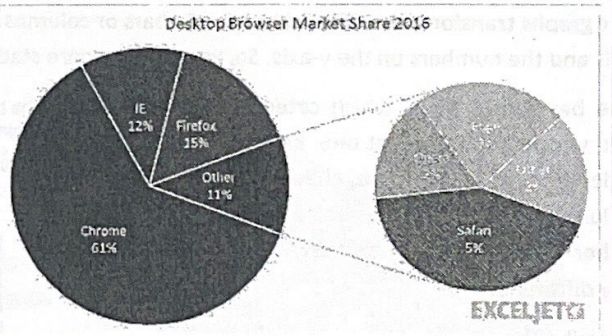
- **Bar graphs** are used to show relationships between different data series that are independent of each other. In this case, the height or length of the bar indicates the measured value or frequency. Below, you can see the example of a bar graph which is the most widespread visual for presenting statistical data.



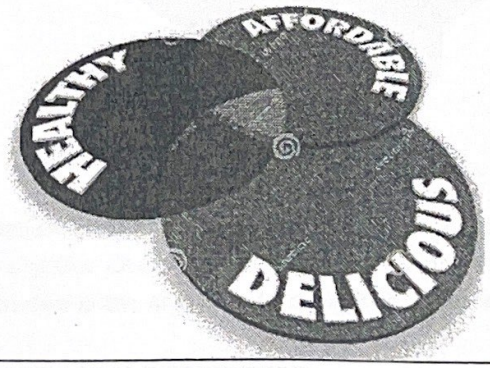
- **Line graphs** represent how data has changed over time. This type of charts is especially useful when you want to demonstrate trends or numbers that are connected. For example, how sales vary within one year. In this case, financial vocabulary will come in handy. Besides, line graphs can show dependencies between two objects during a particular period.



- **Pie charts** are designed to visualize how a whole is divided into various parts. Each segment of the pie is a particular category within the total data set. In this way, it represents a percentage distribution.
- A numbers on a pie chart should normally add up to 100% un less it is clearly a subset as in the image here.



- **Diagram** is a plan, drawing, or outline created to illustrate how separate parts work and overlap at the connecting points. There are many types of diagram.



How to begin a description

Once you create a fascinating graph for your presentation, it is time to know how to describe graphs, charts, and diagrams. To catch your audience's attention from the very beginning, you can use the following *phrases for introduction*:

- Let me show you this bar graph...
- Let's turn to this diagram...
- I'd like you to look at this map...
- If you look at this graph, you will notice...
- Let's have a look at this pie chart...
- If you look at this line chart, you will understand...
- To illustrate my point, let's look at some charts...

How to describe diagrams and other visuals: naming the parts

To describe diagrams or any other type of graphs as clearly as possible, you should name each visual element. For example:

- The vertical axis shows...
- The horizontal axis represents...
- This curve illustrates...
- The solid line shows...
- The shaded area describes...
- This colored segment is for...
- The red bar...

How to describe bar graphs

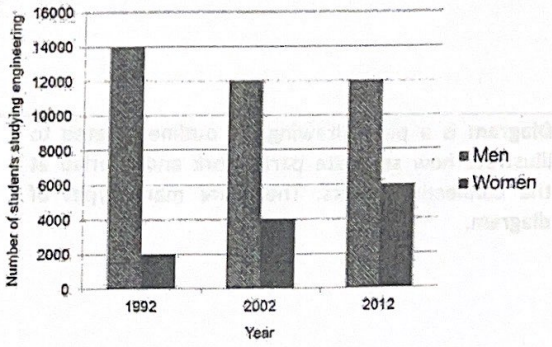
Bar graphs transform the data into separate bars or columns. Generally, this type of visuals has categories on the x-axis and the numbers on the y-axis. So, you can compare statistical data between different groups.

The bar graphs show which category is the largest and which is the smallest one. Each group should be independent so that the changes in one do not influence others. The bars or columns can be drawn either vertically or horizontally, as it doesn't make any difference.

Describe the graph below:

The bar chart below shows the number of men and women studying engineering at Australian universities.

Summarise the information in the chart by selecting and reporting the main features. Make comparisons where relevant.

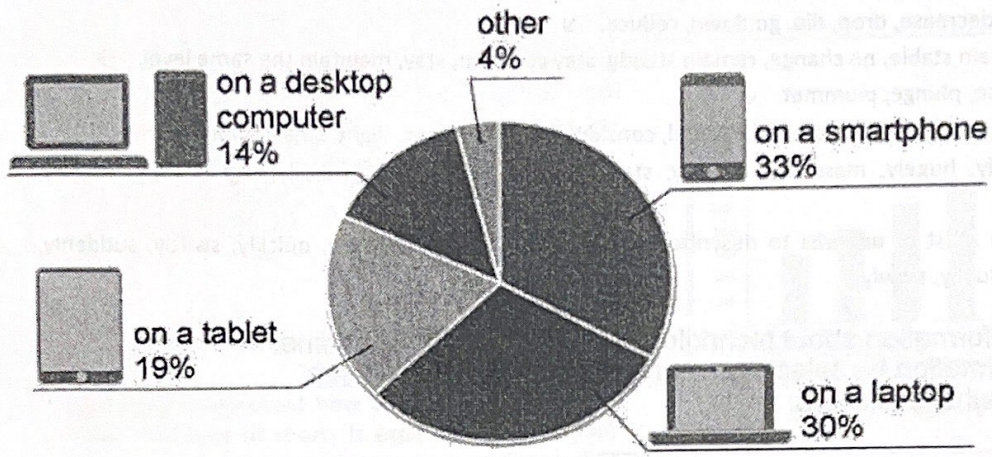


w to describe pie charts

he pie chart is primarily used to illustrate how different parts make up a whole. The best way to present your data in a pie chart is to compare the categories with each other. The following comparison words can be used:

to compare compared to as opposed to versus more than
the majority of less than greater than only a small minority

Here we have an example of a pie chart that represents how internet users aged 16+ prefer to browse the web:

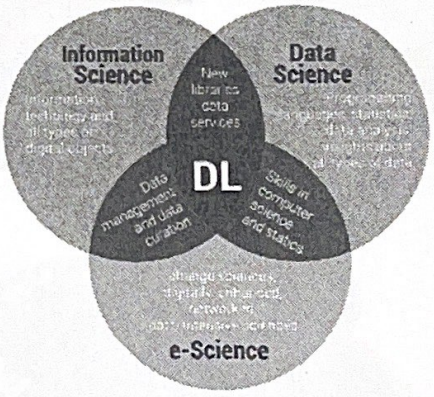


Describe the Pie chart here

How to describe a diagram

A Venn diagram which is an illustration that uses circles to show the relationships among things or finite groups of things. Circles that overlap have a commonality while circles that do not overlap do not share those traits. Venn diagrams help to visually represent the similarities and differences between two or more concepts.

Describe the Venn diagram here:



Final words: Before creating charts for your presentations, determine what data you're going to show and design the visuals tailored to your audience. Keep them as simple as possible. Charts, graphs, and diagrams should explain themselves. Use the words and their multiple synonyms mentioned in this article to describe your graphs and help your listeners understand the importance of your data.

By Candice Benjamine edited from https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/

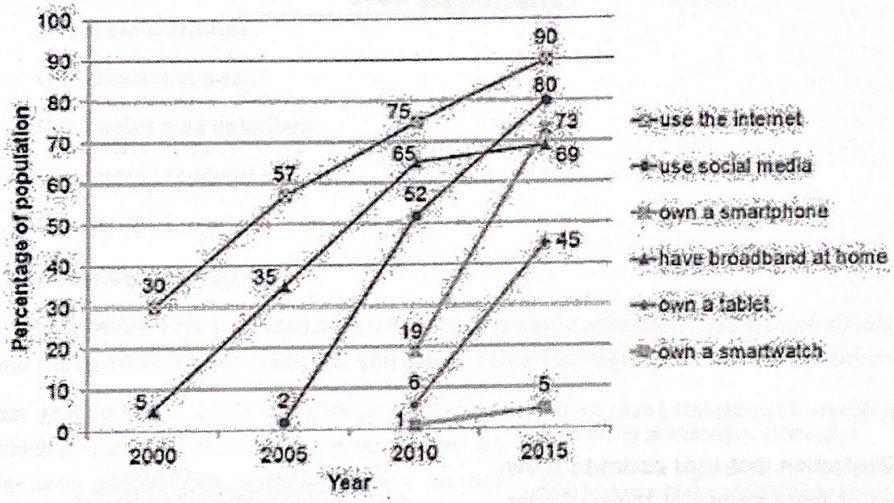
How to describe line graphs

Now, when you know how to describe bar charts, what about line graphs? This type of charts converts information into points on a grid that is connected with a line to represent trends, changes, or relationship between objects, numbers, dates, etc. These lines show movement over time affected by the increase or decrease in the key factors.

To express the movement of the line, you should use appropriate *verbs, adjectives, and adverbs* depending on the kind of action you need to show. For this, you should use the following vocabulary:

- **Verbs**:
  - rise, increase, grow, go up to, climb, boom, peak, ↗
  - fall, decline, decrease, drop, dip, go down, reduce, ↘
  - level up, remain stable, no change, remain steady, stay constant, stay, maintain the same level, →
  - crash, collapse, plunge, plummet. ↓
- **Adjectives**: sharp, rapid, huge, dramatic, substantial, considerable, significant, slight, small, minimal, massive.
- **Adverbs**: dramatically, hugely, massively, sharply, steeply, considerably, substantially, significantly, slightly, minimally, markedly.
  - There is also a list of **adverbs** to describe the *speed of a change:* rapidly, quickly, swiftly, suddenly, steadily, gradually, slowly.

The graph shows information about technology usage in the UK over time.
Summarise the information by selecting and reporting the main features.
Make comparisons where relevant.



Describe the graph below: