



# Graph Reports

Business > Advanced 7

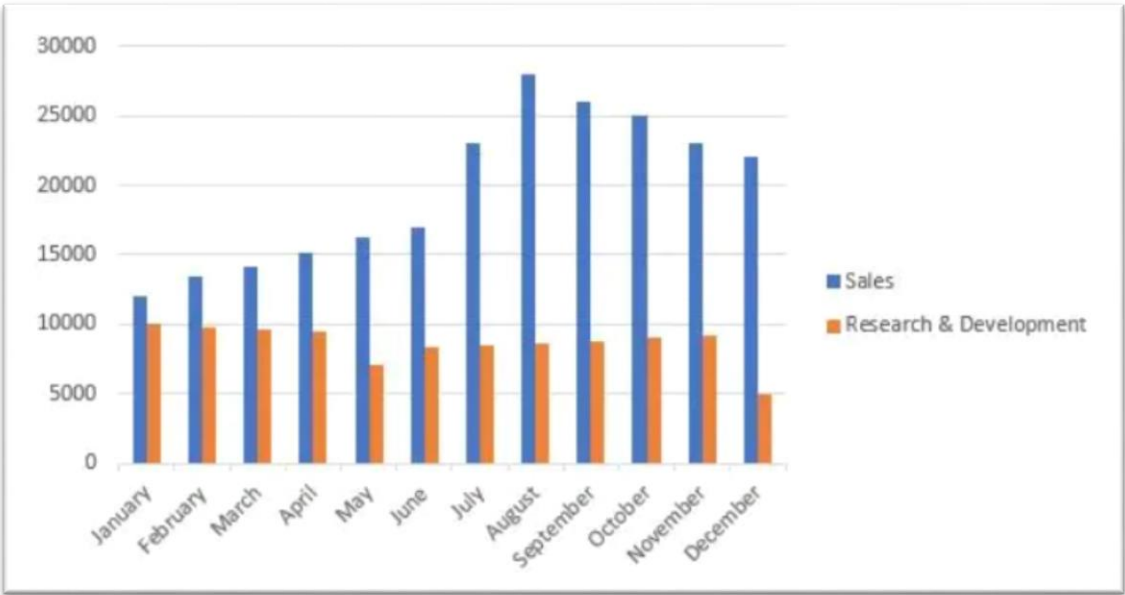


# Exercise 1 – Reading

*Read the text aloud with your tutor and check your understanding.*

## Graph Report

Over the first two quarters we can see a steady increase in sales, followed by a sharp rise in July. In August, we experienced a spike in consumer demand. Our sales had risen by 40% since June. Unfortunately, we've seen a gradual decline over the past four months. Now, if we take a look at Research and Development, we can see that the spending has slowed down by 50% since January. As you can see, there has been a slight decrease in spending from January through April, until May, when Research and Development spending suddenly dropped by 25%. After that, there has been a steady recovery in the next six months, followed by another steep drop in the last month.





### **Check your understanding:**

1. When did sales reach their peak?
2. What has happened to sales during the last four months?
3. Were there any significant changes in the Research and Development spending?



## Exercise 2 – Learning

### Verbs that describe a change:

- **going up:** increase, rise, grow, climb
- **going down:** fall, decrease, decline, drop
- **no change:** stay the same, remain constant, show no change

### Adverbs that describe a change:

- **small change:** slightly, gradually, slowly, steadily
- **big change:** sharply, suddenly, significantly, steeply

### Other phrases:

- steady recovery
- reach a peak/spike
- fall to a low

**Tip:** Instead of **adverb** + **verb**, you can also use **adjective** + **noun** when describing graphs and figures (e.g. a sharp increase, a steep drop, a gradual rise, a slight decline, etc.)



## Exercise 3 – Role Play

*Take turns with your tutor and act out the scene described below.*

**Scene:** Imagine a graph and present a graph report to the audience. The teacher can be a member of the audience.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. Have you ever used graphs in reports or presentations? Do you find it difficult to make graphs?
2. What are the advantages of using graphs in reports and presentations? Are there any disadvantages?
3. Do you think the use of graphs and charts makes presentations more interesting? Why?