



## This week...

Chris is going through some of the sales data with Akio for the past year before he has to present it to the sales team on Friday.

## Lesson Objectives...

- Presenting sales data
- Reading charts and graphs

## Business English Conversation

## Advanced Class



Do you work with charts and graphs at your job?

# Picture Description

What question is the man wearing the dark suit asking?



B



A



What data is that woman presenting?

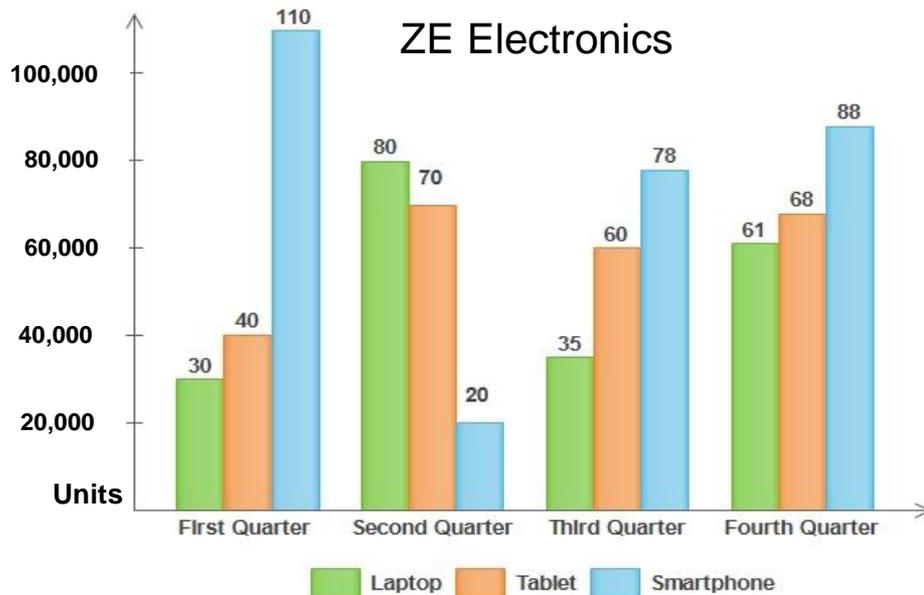
<b>Chris</b>	I want to go through some of the sales data with you before I present it to the sales team on Friday.
<b>Akio</b>	Sure, Chris. I am interested to see your chart.
<b>Chris</b>	<b>As you can see from these figures</b> in the first quarter, sales rose sharply before steadily declining in the second quarter. <b>The rise was due to</b> a promotional sales campaign.
<b>Akio</b>	<b>What was the reason for</b> the plunge in sales in the fourth quarter?
<b>Chris</b>	<b>Unfortunately, we</b> had to take a line of our products off the shelves due to a defect.
<b>Akio</b>	Has the issue been resolved?
<b>Chris</b>	Yes. We have already fixed the problem and we are confident that sales will start to improve. Our forecast is very positive for next quarter.
<b>Akio</b>	Thanks for showing me the data. Good luck with your presentation on Friday.

As you can see from these figures, our new product is selling very well.



1. As you can see from these figures .....
2. The rise was due to .....
3. What was the reason for .....?
4. Unfortunately, we .....

# Role Play – Statistics and Trends



Student A is presenting the yearly sales data for the company's products to Student's B, C and D. After the presentation, Student's B, C and D will ask one question each.

## Questions

- What was the reason for the rise/fall in sales in the ...quarter?
- Why do you think the market for.... got stronger/weaker in the .... quarter?
- What are your predictions for the future?
- *Other*

## Key Phrases

- If you look at this chart you will see....
- As you can see from these figures....
- Sales for (....) rose/fell slightly in the...quarter.
- Sales for (....) decreased in the ....quarter.
- Sales for (....) improved/were steady from....to....
- Sales increased/decreased from .... to ....

### Vocab:

drop/fall/rise/improve/peak/steadily/sharply/increase/decrease/recover/decline/plunge



1. Reading and understanding charts and graphs is extremely difficult.
2. Using graphs is an important way to increase sales at a company.
3. Most staff members at a company should learn how to analyse charts.

- Do you enjoy analysing data?
- Have you ever given a presentation using charts and graphs?
- How do you present data to your boss or co-workers?

analyse - *We need to **analyse** the report before the next meeting.*

data - *The sales **data** for last year has just been released.*

decline - *There has been a **decline** in sales recently.*

figures - *The sales **figures** for last quarter are quite impressive.*

forecast - *Four percent inflation is **forecast** for this year.*

improve - *I believe sales will start to **improve** from next quarter.*

resolve - *We need to **resolve** the issue ASAP.*