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B1 PRESENTATIONS ≈ 27 MIN

Describing Charts and Graphs – *practice on paper*

You know the chart language — now orient your audience and highlight fresh business data.

Chart language: **introduce → orient → name → highlight** ; name the parts before the **key figure** .

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 1 · SORT BY FUNCTION · APPROX. 4 MIN ●○○

Sort each English phrase by its chart function. Then check its register in the answer key.

- This chart covers the past four quarters
- The bottom scale lists the months
- Revenue is shown on the left axis
- The green line stands for service sales
- Every column represents one region
- Focus on the unusually large June figure
- The red section is the biggest by far
- One result deserves special attention
- Please notice the value for September
- The key number here is 4.2 million

ORIENT THE CHART	HIGHLIGHT DATA

BRICK 2 · COMPLETE THE CHART PHRASE · APPROX. 6 MIN ●●○

Insert exactly the English word in the cue. The chart part and situation make every answer unambiguous.

01 Neutral opening: This chart _____ revenue by region. (use shows)

02 Time orientation: The bottom _____ lists the months. (use axis)

03 Value orientation: The left axis shows costs in _____ . (use euros)

04 Line label: The green line _____ service sales. (use represents)

05 Bar label: Each column stands _____ one region. (use for)

06 Units: The figures are _____ thousands. (use in)

07 Formal highlight: I want to point _____ the September value. (use out)

08 Segment highlight: Note that the largest red _____ contains renewals. (use segment)

YOUR BUILD | 1 · SORTING | 2 · FILL-IN | 3 · CORRECT | 4 · WRITE

BRICK 3 · CORRECT THE CHART LANGUAGE · APPROX. 7 MIN

Each English sentence contains exactly one error. Use the cue and rewrite the full sentence.

01 Line graph: Web sales appear as the blue curve. (use "line")

02 Annual result: Revenue doubled in the year 2025. (remove "the year")

03 Two scales: Both axises use euros. (use "axes")

04 Scale label: All values are given in million. (use "millions")

05 Regional bars: A separate column stands each market. (add "for")

06 June result: I want to point that June doubled. (add "out")

BRICK 4 · PRODUCE YOUR CHART LANGUAGE · APPROX. 8 MIN

Write English phrases for each prompt. Introduce the visual, orient the room, and highlight one figure.

01 Team update: introduce a revenue chart and name both axes.

02 Client presentation: formally state what a plotted line and each bar mean.

03 Monthly report: highlight one important September figure without reading every value.

04 Business visual: write the complete route from introduction to emphasis.

MINI-CHECK – CAN I DO THIS YET?

- ☐ I introduce the visual before naming individual data.
- ☐ I clearly name axes, units, lines, and bars.
- ☐ I say "line," not "curve," on a line graph.
- ☐ I highlight one important figure instead of reading everything.

Still unsure? Point to the chart part first, then choose the fitting English phrase.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 This chart covers the past four quarters
Orient the chart: formal states subject and period.

02 The bottom scale lists the months
Orient the chart: neutral names the time axis.

03 Revenue is shown on the left axis
Orient the chart: formal names the value axis.

04 The green line stands for service sales
Orient the chart: neutral explains the line.

05 Every column represents one region
Orient the chart: neutral explains the columns.

06 Focus on the unusually large June figure
Highlight data: neutral directs attention to June.

07 The red section is the biggest by far
Highlight data: neutral marks the largest segment.

08 One result deserves special attention
Highlight data: formal prioritises one result.

09 Please notice the value for September
Highlight data: formal marks one monthly value.

10 The key number here is 4.2 million
Highlight data: neutral states the key figure.

BRICK 2 · FILL-IN

01 Neutral opening: This chart **shows** revenue by region.
Introduction: shows names the chart content.

02 Time orientation: The bottom **axis** lists the months.
Orientation: axis names the time scale.

03 Value orientation: The left axis shows costs in **euros**.
Unit: euros completes the value axis.

04 Line label: The green line **represents** service sales.
Line: represents explains the plotted measure.

05 Bar label: Each column stands **for** one region.
Bar: stands for explains its meaning.

06 Units: The figures are **in** thousands.
Unit: in links figures and scale.

07 Formal highlight: I want to point **out** the September value.
Highlight: point out directs attention to the value.

08 Segment highlight: Note that the largest red **segment** contains renewals.
Segment: segment names the coloured section.

BRICK 3 · CORRECT

01 Line graph: Web sales appear as the blue **line**.
Transfer: line names the plotted series.

02 Annual result: Revenue doubled **in 2025**.
Time phrase: years do not need the year.

03 Two scales: Both **axes** use euros.
Plural: axes is the plural of axis.

04 Scale label: All values are given in **millions**.
Number: in takes the plural millions here.

05 Regional bars: A separate column stands **for** each market.
Combination: stands for explains the meaning.

06 June result: I want to point **out** that June doubled.
Combination: point out highlights the figure.

BRICK 4 · WRITE

Your texts may differ if the chart parts, units, and highlight clearly suit the visual.

01 "This chart covers regional revenue. The bottom axis lists the quarters, and the left axis gives values in euros."
Orientation: subject, time axis, and value axis are clear.

02 "The green line represents service revenue. Each grey column stands for one sales region."
Register: two formal sentences explain line and bars.

03 "Please notice the September figure. It is the key number for our decision."
Highlight: one selected figure supports the message.

04 "Here is our regional sales chart. The axes show time and revenue, while each column represents a region. One result deserves special attention: September."
Sequence: introduction, orientation, naming, and highlighting are complete.

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