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B1 PRESENTATIONS ≈ 27 MIN

Presenting Numbers and Data — *practice on paper*

You have built the lesson — now lock the spoken figure in on paper. New values, same order: say it, frame it, place it.

Say the figure, then say what it means: 2.5 = **two point five** · the gap between two percentage values is in **percentage points**

NAME _____ DATE _____

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

BRICK 1 · SORT THE SEPARATORS · APPROX. 4 MIN ●○○

Every figure here is written the German way. Write each one the English way in the matching column: decimals with a **point** on the left, thousands with a **comma** on the right.

7,25 | 4.800 | 0,9 | 12.000 | 9,04 | 36.500 | 1,8 | 250.000 | 5,6 | 64.900

ENGLISH POINT (DECIMAL)	ENGLISH COMMA (THOUSANDS)

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN ●●○

Fill in the missing word or phrase. The figures in the sentence tell you which one fits — do the quick sum before you write.

01 On the English slide the figure 3.6 is read aloud as "three _____ six".

02 Attendance climbed from 62 per cent to 68 per cent, and that gap of six _____ is the story here.

03 Rents for our office rose _____ 9 per cent between January and June.

04 The last slide shows a fall _____ two percentage points, from 15 per cent to 13 per cent.

05 The exact total is 49,600, so in the meeting I will say just _____ fifty thousand.

06 We counted 10,300 registrations, which is just _____ ten thousand.

07 Nine of our twelve meeting rooms now have a screen, so three _____ of the rooms are equipped.

08 Our team is up _____ 18 people last spring to 24 today.

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

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each sentence holds exactly one mistake in saying, writing or placing a figure. Underline it and write the whole sentence correctly.

01 Our English report gives the rate as 7,4 per cent.

02 We read 5.48 aloud as five point forty-eight.

03 Energy costs climbed on 12 per cent last winter.

04 Our market share moved from 30 per cent to 34 per cent, so that is a rise of four per cent.

05 The half of our trainers work from home on Fridays.

06 The exact figure is 7.9 per cent, so I will round it to just over eight per cent.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN

Write one sentence for each prompt, taken from your own working week. Write the figures the way you would say them.

01 Your key figure: announce it — "The key figure here is …"

02 Your comparison: set your figure against last year's — "compared with …"

03 Your approximation: give an exact value, then round it aloud — "roughly", "just under" or "just over"

04 Your picture: turn a share into a picture — "one in …" or a fraction with "of"

MINI-CHECK – CAN I DO THIS YET?

- ☐ I say the decimal point as "point" and read the digits after it one by one.
- ☐ I know that English uses the point for decimals and the comma for thousands.
- ☐ I tell "per cent" (a share) apart from "percentage points" (the gap between two percentage values).
- ☐ I use "by" after the verb, "of" after the noun and "from" before the starting value.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

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 7.25
The German decimal comma becomes a point in English.

02 4,800
The German point separates thousands — English puts a comma there.

03 0.9
A decimal, said "nought point nine" or "zero point nine".

04 12,000
A thousands figure, said "twelve thousand".

05 9.04
Decimal places one by one: "nine point zero four".

06 36,500
The thousands separator switches to a comma.

07 1.8
A decimal, said "one point eight".

08 250,000
Hundreds of thousands take a comma, said "two hundred and fifty thousand".

09 5.6
A comma before a single digit marks a decimal.

10 64,900
The point groups thousands here, so English takes a comma.

BRICK 2 · FILL-IN

01 three **point** six
The English decimal point is said as "point".

02 six **percentage points**
The gap between two percentage values is named in "percentage points".

03 rose **by** 9 per cent
Movement takes "by" after the verb.

04 a fall **of** two percentage points
After the noun you switch to "of", not "by".

05 just **under** fifty thousand
49,600 sits a little below the round figure.

06 just **over** ten thousand
10,300 sits a little above the round figure.

07 three **quarters** of the rooms
Nine out of twelve is three quarters, and shares take "of".

08 up **from** 18 people
You name the starting value with "from".

BRICK 3 · CORRECT

01 Our English report gives the rate as **7.4** per cent.
English separates the decimal with a point, not a comma.

02 We read 5.48 aloud as five point **four eight**.
You read decimal places digit by digit.

03 Energy costs climbed **by** 12 per cent last winter.
A movement verb takes "by", not "on".

04 … so that is a rise of four **percentage points**.
Four points of gap between two percentage values are "percentage points".

05 **Half of** our trainers work from home on Fridays.
"Half of" takes no "the" in front of it.

06 … so I will round it to just **under** eight per cent.
7.9 sits below eight, so "just under" is the fit.

BRICK 4 · WRITE

Your sentences may differ — just check that you say the figure correctly and then place it.

01 "The key figure here is **four point two** million euros in new orders."
Announce first, then say the figure aloud.

02 "That is 24 new clients, **compared with** 15 last spring."
The comparison point is what makes a figure judgeable.

03 "The exact total is 20,400, or **just over** twenty thousand."
Rounding aloud takes the load off your listeners.

04 "Five of our twenty rooms are free at nine — in other words, **a quarter** of them."
A share told as a picture is easier to hold on to.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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