

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
<i>The German decimal comma becomes a point in English.</i> | 06 36,500
<i>The thousands separator switches to a comma.</i> |
| 02 4,800
<i>The German point separates thousands — English puts a comma there.</i> | 07 1.8
<i>A decimal, said "one point eight".</i> |
| 03 0.9
<i>A decimal, said "nought point nine" or "zero point nine".</i> | 08 250,000
<i>Hundreds of thousands take a comma, said "two hundred and fifty thousand".</i> |
| 04 12,000
<i>A thousands figure, said "twelve thousand".</i> | 09 5.6
<i>A comma before a single digit marks a decimal.</i> |
| 05 9.04
<i>Decimal places one by one: "nine point zero four".</i> | 10 64,900
<i>The point groups thousands here, so English takes a comma.</i> |

BRICK 2 · FILL-IN

- | | |
|--|---|
| 01 three point six
<i>The English decimal point is said as "point".</i> | 05 just under fifty thousand
<i>49,600 sits a little below the round figure.</i> |
| 02 six percentage points
<i>The gap between two percentage values is named in "percentage points".</i> | 06 just over ten thousand
<i>10,300 sits a little above the round figure.</i> |
| 03 rose by 9 per cent
<i>Movement takes "by" after the verb.</i> | 07 three quarters of the rooms
<i>Nine out of twelve is three quarters, and shares take "of".</i> |
| 04 a fall of two percentage points
<i>After the noun you switch to "of", not "by".</i> | 08 up from 18 people
<i>You name the starting value with "from".</i> |

BRICK 3 · CORRECT

- | | |
|---|---|
| 01 Our English report gives the rate as 7.4 per cent.
<i>English separates the decimal with a point, not a comma.</i> | 04 ... so that is a rise of four percentage points .
<i>Four points of gap between two percentage values are "percentage points".</i> |
| 02 We read 5.48 aloud as five point four eight .
<i>You read decimal places digit by digit.</i> | 05 Half of our trainers work from home on Fridays.
<i>"Half of" takes no "the" in front of it.</i> |
| 03 Energy costs climbed by 12 per cent last winter.
<i>A movement verb takes "by", not "on".</i> | 06 ... so I will round it to just under eight per cent.
<i>7.9 sits below eight, so "just under" is the fit.</i> |

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."
<i>Announce first, then say the figure aloud.</i> | 03 "The exact total is 20,400, or just over twenty thousand."
<i>Rounding aloud takes the load off your listeners.</i> |
| 02 "That is 24 new clients, compared with 15 last spring."
<i>The comparison point is what makes a figure judgeable.</i> | 04 "Five of our twenty rooms are free at nine — in other words, a quarter of them."
<i>A share told as a picture is easier to hold on to.</i> |

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS

Describing Charts and Graphs

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