NEW BUSINESS ENGLISH 4

Unit 4 Lesson 6

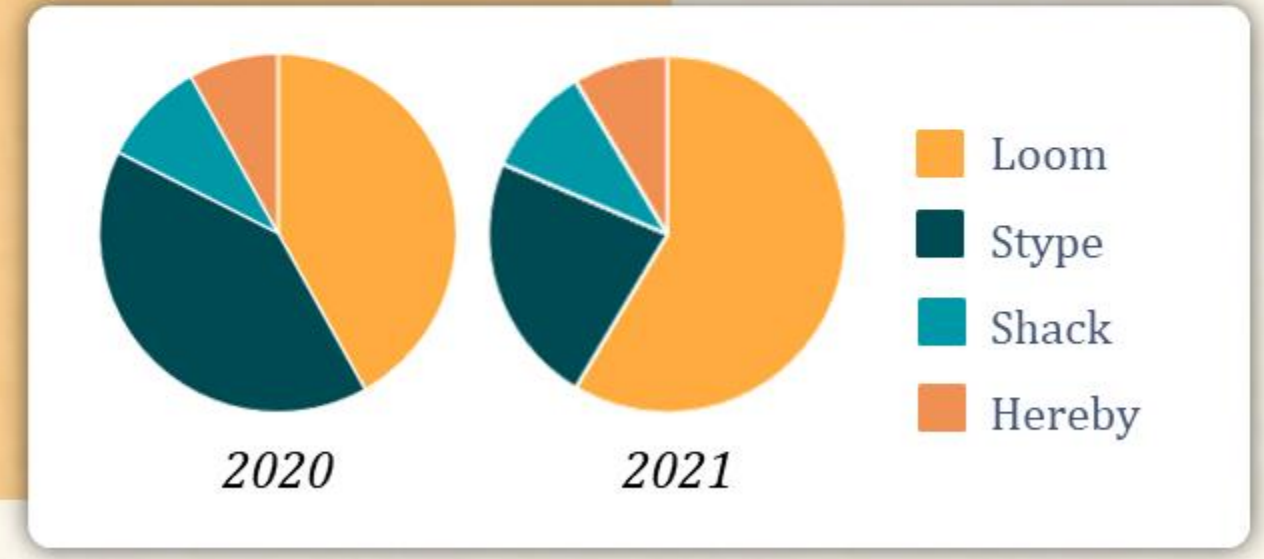
Presenting a Visual (2)

Review

Explain and describe the trend of the given meeting apps according to the pie charts.

Requirements:

- ***Explain the visual.***
- ***Describe the trends.***

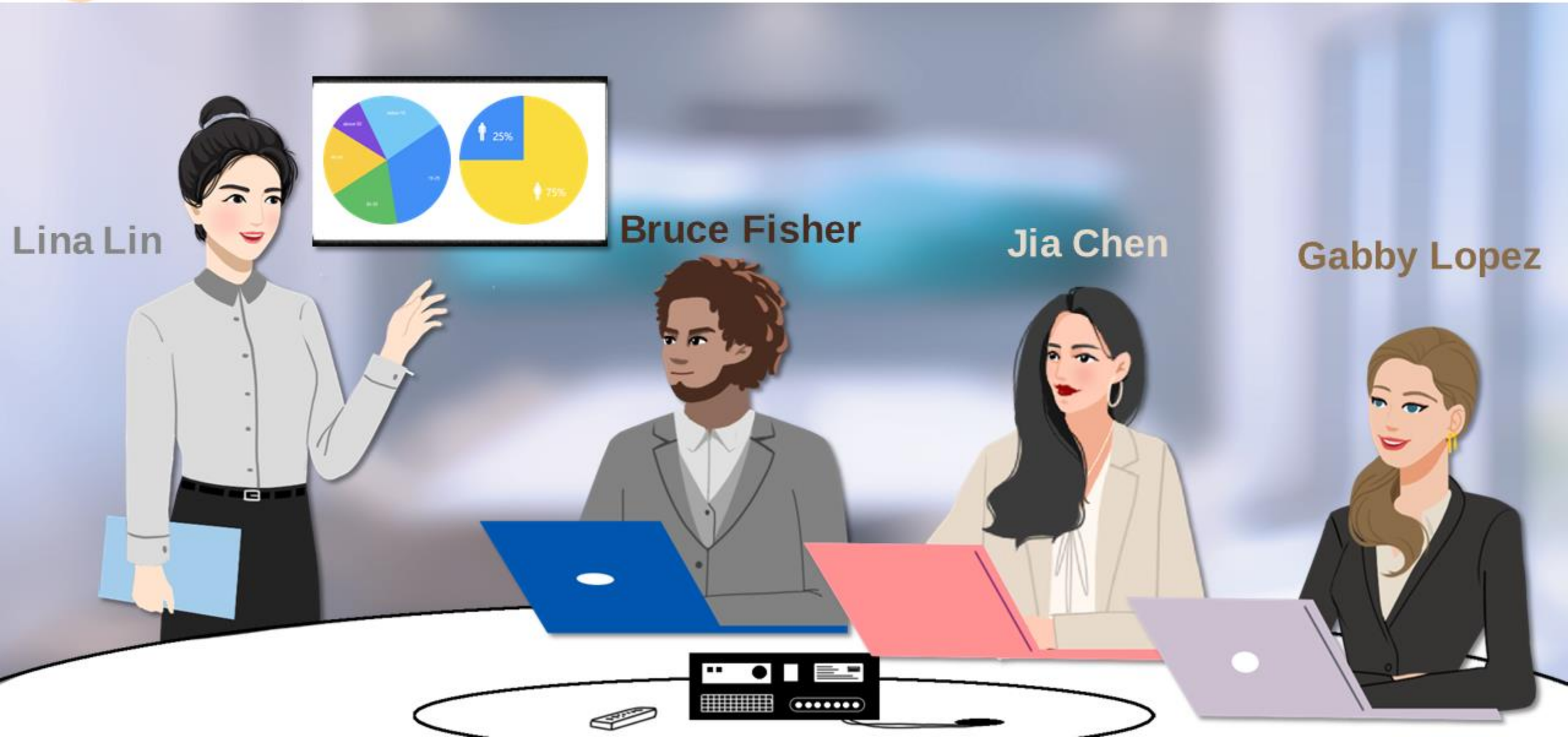


LEARNING GOALS

- Explaining a Visual
- Highlighting Information

Situational Dialogue

▶ Lina Lin presents and explains some charts in the meeting.



Are you all following me so far? Well, then let's look at some pie charts about YouTune.

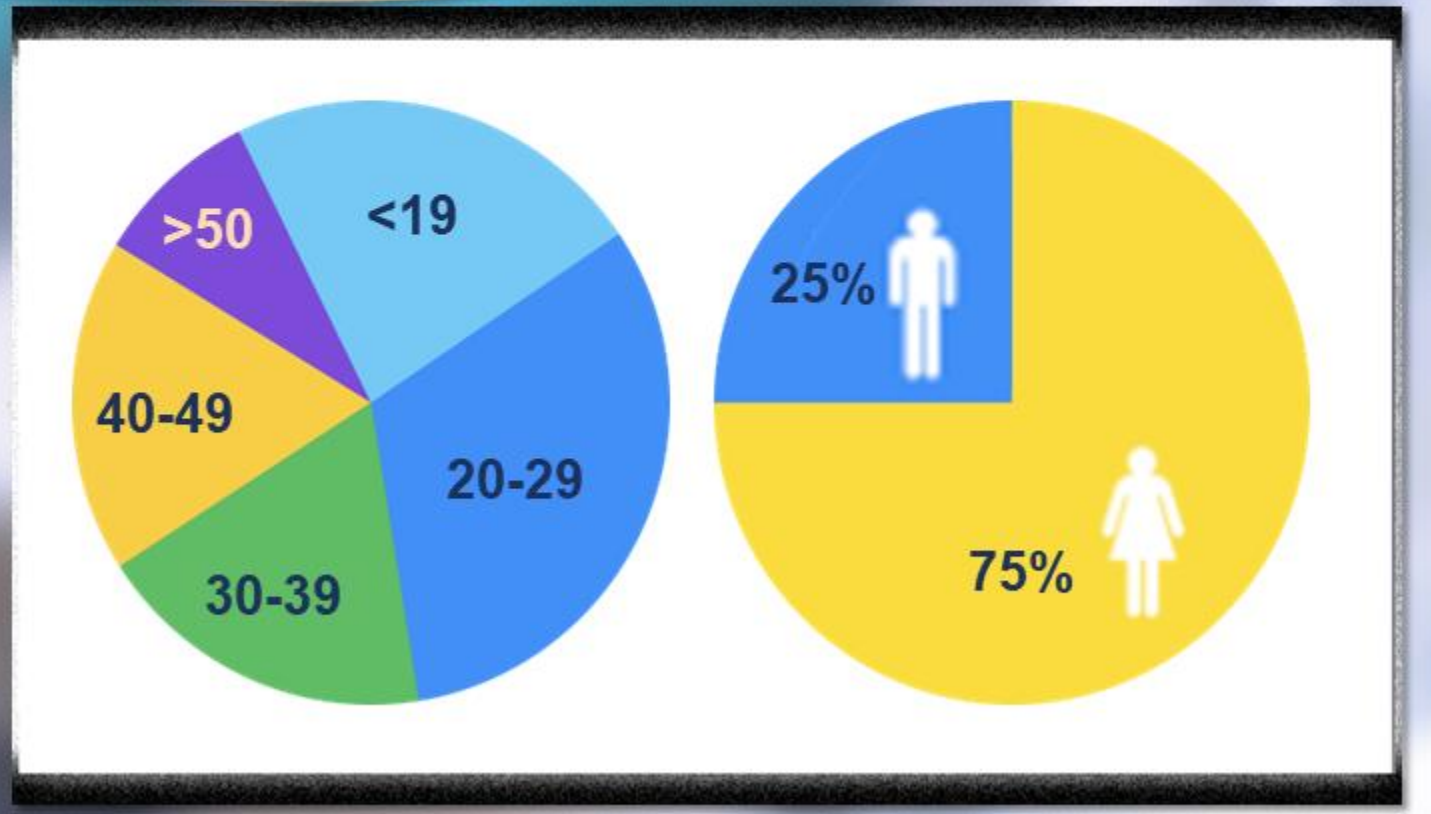


Chart 1 breaks down the users by age. From the chart, we can see that the largest age group of users is between the ages of 20 and 29.

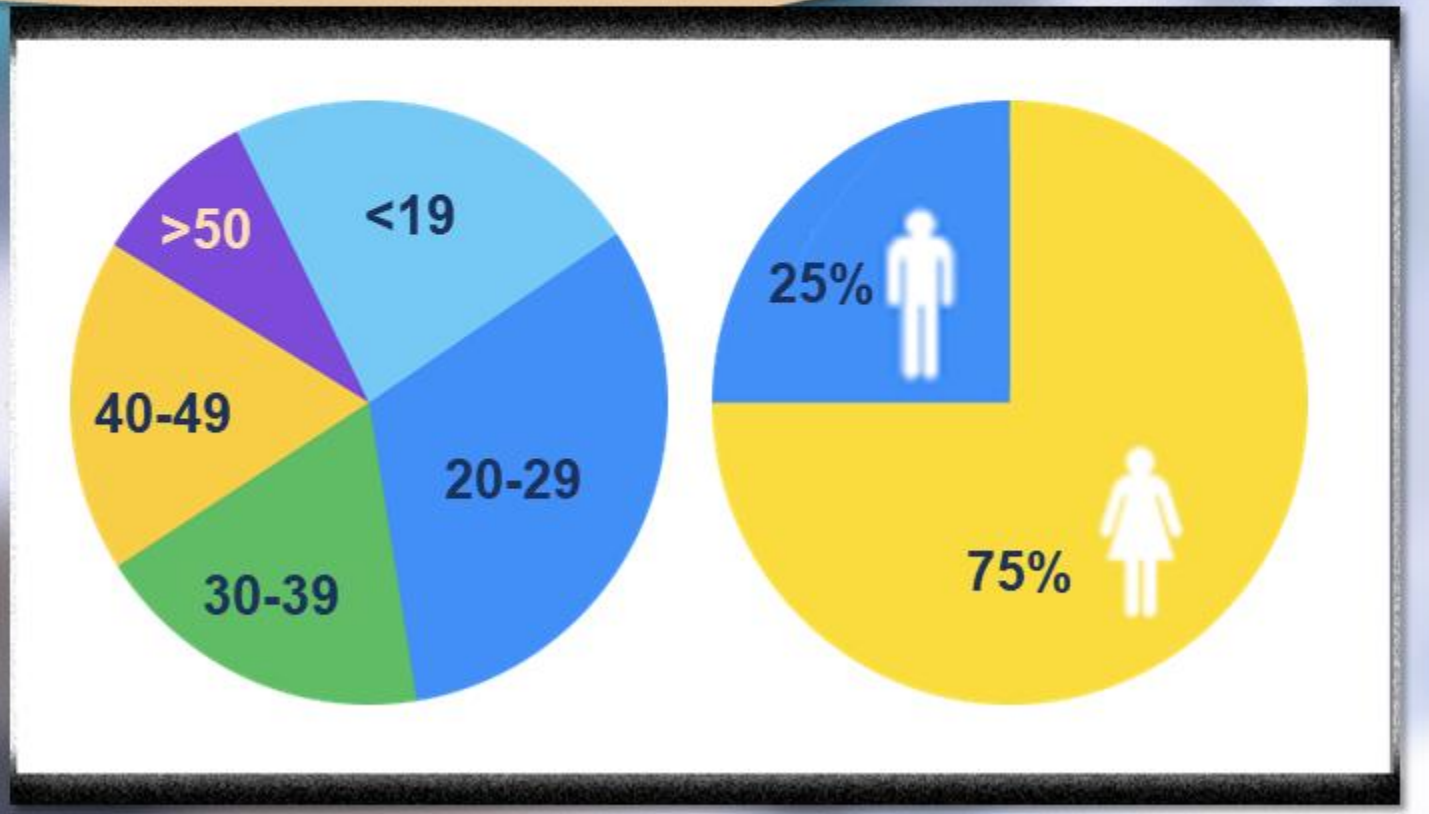
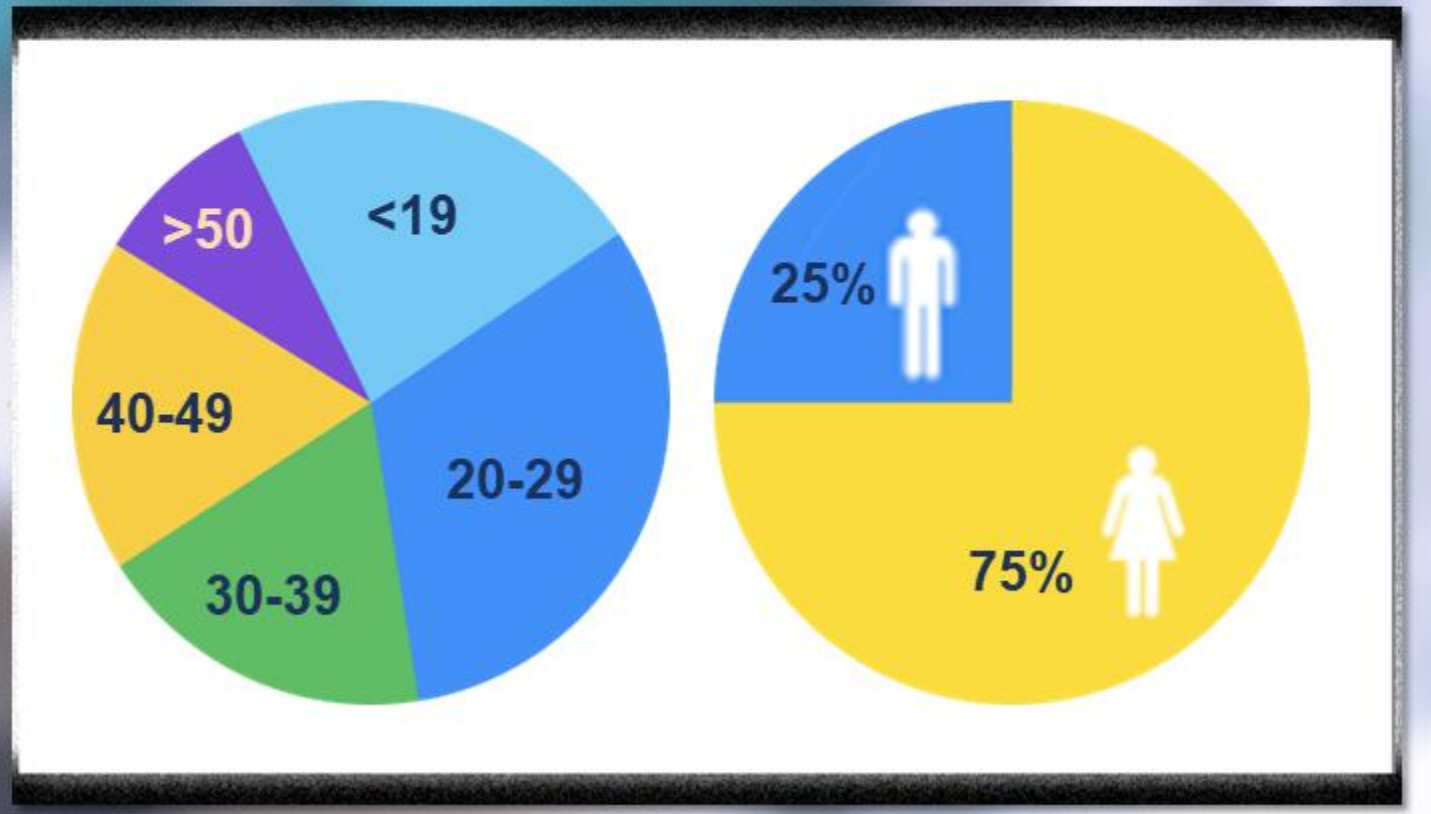


Chart 2 shows gender differences. I'd like to highlight that 75 percent of the app users are female.



Key Vocabulary

Learn the new words and answer the questions.

break down

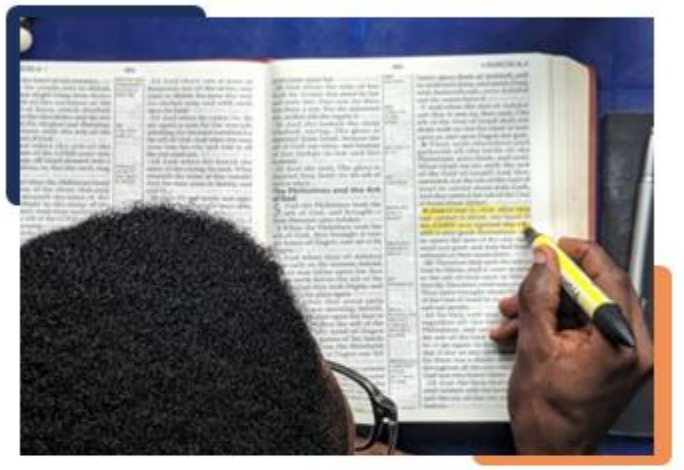
(phr.v.) to separate something into smaller parts

e.g. The report breaks down the results region by region.

gender

(n.) used to refer to the condition of being male or female

e.g. Our company provides separate break rooms for different genders.



highlight

(v.) to attract attention to or emphasize something important

e.g. I always highlight the important details to not forget them.

Dialogue Review

Have a role play and answer the questions.

Lina Lin presents and explains some charts in the meeting.

Lina : Are you all following me so far?
Well, then let's look at some pie charts about YouTune. Chart 1 breaks down the users by age. From the chart, we can see that the largest age group of users is between the ages of 20 and 29. Chart 2 shows **gender** differences. I'd like to **highlight** that 75 percent of the app users are female.

Learning Goals

Let's check the learning goals!

Lina Lin presents and explains some charts in the meeting.

1. Explaining a visual

Lina : Are you all following me so far? Well, then let's look at some pie charts about YouTune. Chart 1 breaks down the users by age. ***From the chart, we can see that ...*** the largest age group of users is between the ages of 20 and 29. Chart 2 shows gender differences. ***I'd like to highlight that...*** 75 percent of the app users are female.

2. Highlighting information

Learning Goals

Learn the key expressions and sentence structures.

Explaining a Visual

- **The graph shows/ indicates/ points out that…**
- **From the chart, we can see that…**

Example sentences:

- The graph shows that the percentage of our sales is increasing.
- The chart indicates the number of goods transported in the UK.
- From the chart, we can see that our income is growing.

Other related expressions:

- As can be seen from the line/ bar graph…
- The charts show the difference between…

What are the common graphs used in your company presentation?

Learning Goals

Learn the key expressions and sentence structures.

Highlighting Information

- **It's worth noting that…**
- **I'd like to highlight …**

Example sentences:

- It's worth noting that our company has increased its sales.
- I'd like to highlight the progress of Team A this month.
- I'd like to highlight the important topic in our meeting.

- **Other related expressions:**
  - It's interesting to see …
  - It's important to note …
  - If you look at it more closely, you'll notice …

How do you highlight important information in your meetings?

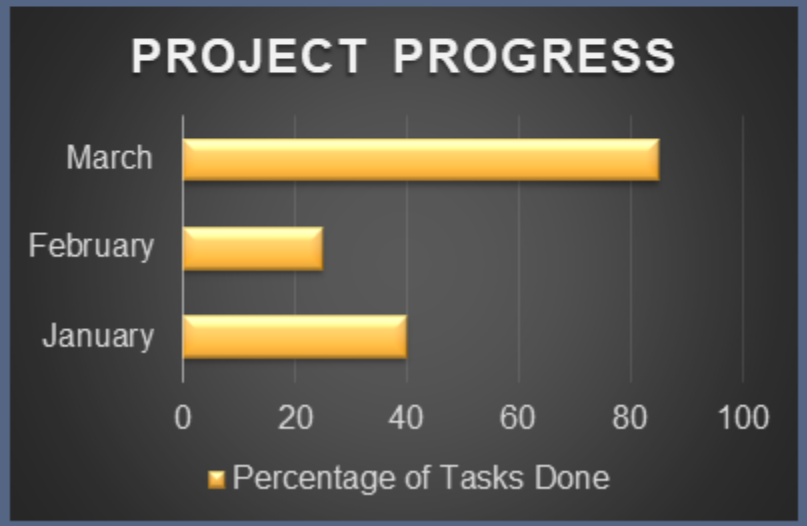
Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

Scenario: You gather the team members for a meeting to explain the project's progress. Highlight the important details of the chart in the meeting.

You can refer to the following key expressions:

- The graph shows/ indicates/ points out that …
- From the chart, we can see that …
- It's worth noting that …

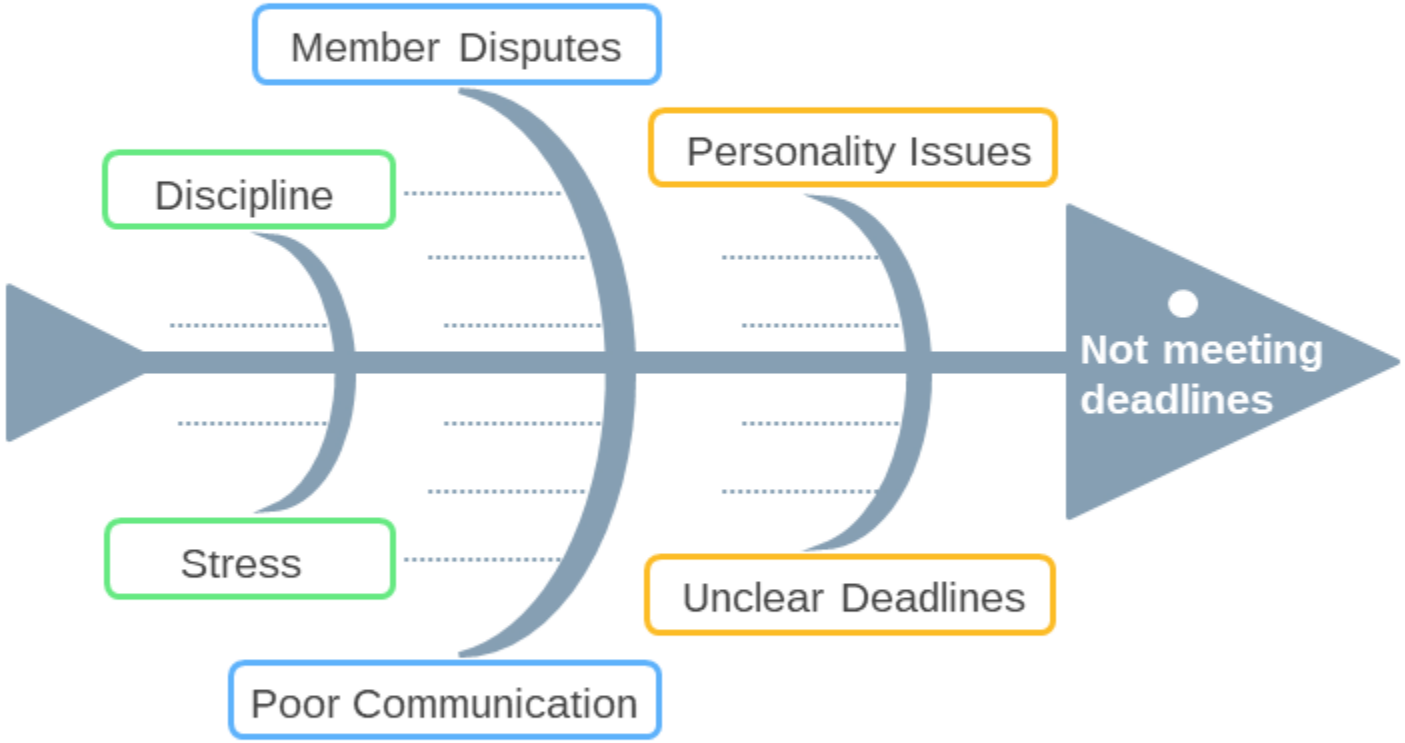


Coffee Break

Learn about the fishbone diagram.

FISHBONE DIAGRAM

- Invented by Kaoru Ishikawa
- This diagram is used to identify many possible causes for an effect or problem.
- It is a good brainstorming tool for meetings or discussions.



1. What type of chart/ graph do you usually use when presenting?
2. Which visual do you think is the most effective?

Overview

Key words and expressions:

break down/ gender/ highlight

The graph shows/ indicates/ points out that …
From the chart, we can see that …

It's worth noting that …
I'd like to highlight …

Made by Tessa
Proofread by Sensen