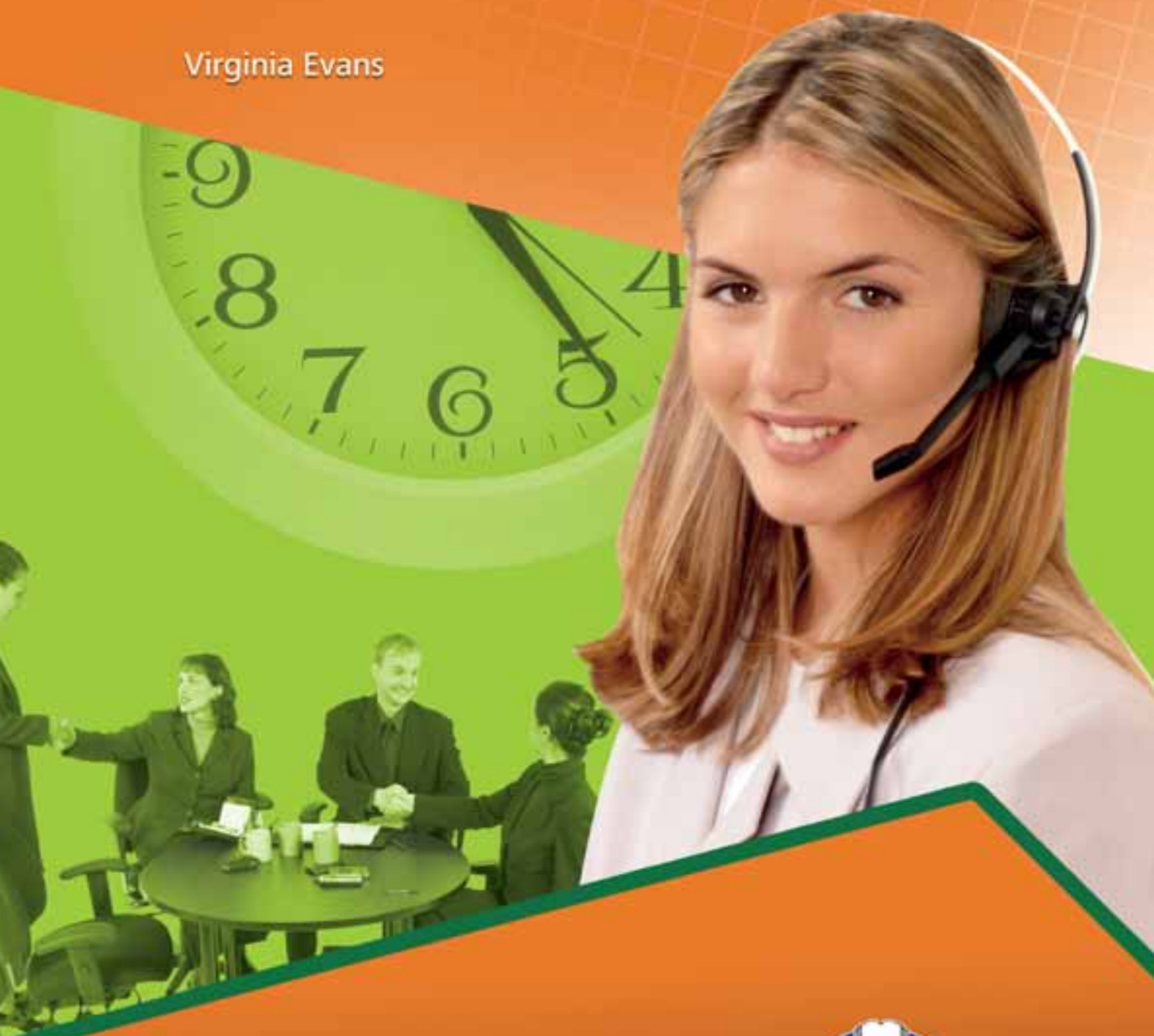


**CAREER
PATHS**

Secretarial

Virginia Evans



Express Publishing

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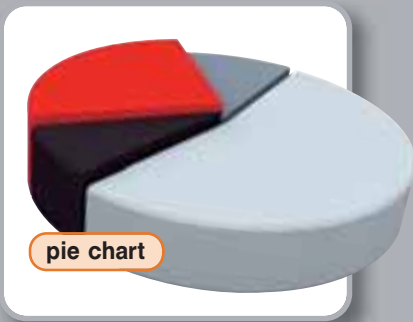
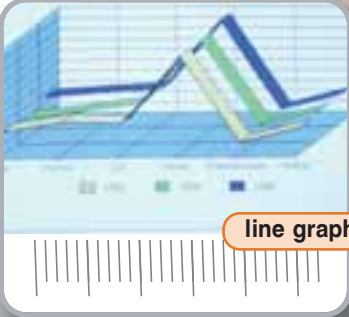
Making the Most of Graphs and Charts

By Jake Greene

“A picture is worth a thousand words” is a popular saying. It’s true. Especially when giving information to clients or employees.

A **line graph** is the simplest way to **demonstrate increases** or **decreases** over time. Trying to show company sales for this year? A line graph is great for showing those **figures**. **Bar graphs** are the best for **making comparisons**. How does your company **measure up** against a **competitor**? Use a bar chart to show this. Do you want your audience to see **the big picture**? Then you need a **pie chart**. The “slices” are the different parts of the whole. This is a good graph for showing how a budget is being spent.

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Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some uses of graphs and charts?
- 2 Where do you see graphs and charts used?

Reading

2 Read the following article from a business magazine and complete the table using information from the article.

Graph/Chart	Best for ...
Line:	_____
Bar:	_____
Pie:	_____

Vocabulary

3 Match the words (1-7) with the definitions (a-g).

word BANK

- making comparisons
- see the whole picture
- increases
- measure up
- decreases

Line Graph	Bar Graph	Pie Chart
_____:	_____	_____
_____	_____	_____
_____	_____	_____

4 Place a (✓) next to the correct response.

- 1 I need someone to demonstrate how this works.
A Let me show you after lunch.
B That doesn't measure up.
- 2 Our competitors had better sales than we did last year.
A I am going to visit them now.
B We have to work harder to beat them.
- 3 There is an increase in our budget this year.
A Now we have money for what we need.
B I need a receipt for your purchase.

5 Listen to the text. What did you learn about different types of graphs and charts?

Listening

6 Listen to a conversation between an employee and a supervisor. Check (✓) the information that is true.

- 1 Matt needs to make a chart.
2 Ellen suggests Matt uses a pie chart.
3 Matt wants to show how sales are decreasing.
4 Ellen says line graphs are easy to make.
5 Matt decides to use a bar graph.

7 Listen again. Fill in the blanks.

Employee: Are you 1 _____, Ellen?

Supervisor: Yes, but I've got 2 _____
_____ to
talk. What's up?

Employee: I don't know which chart to use. I'm
trying to show the 3 _____ in our
sales this year.

Supervisor: How about a 4 _____?

Employee: Well, I don't know. I think a bar chart is
better for 5 _____.

Supervisor: Hmm ... a 6 _____
then? It's simple to make and easy for
people to understand.

Employee: You're probably right. Thanks for the
help.

Supervisor: My pleasure.

Speaking

8 With a partner, act out the dialogue from Task 7. Then switch roles.

Student A: You must make a graph. Talk to Student B about:

- information to show
- types of graphs

Student B: Give Student A advice on which graph to use to show information.

USE LANGUAGE SUCH AS:

Are you busy?

I don't know which chart to use.

How about a ...?

Writing

9 Use the conversation in Task 8 to complete the employee's notes.

Sales Graph

Advice from: _____

Suggested: _____

Comments: _____

Suggested: _____

Comments: _____

