## Level B2 Business English



## As you can see here, the chart...

こちらから分かるように、この表は、、、

## 2 SITUATION

Rachel reviews a graphical breakdown of sales from last year. レイチェルは昨年からの売上グラフの内訳について説明しています。



## 3 **DIALOGUE**

Directions: First repeat after your tutor and then practice each role.

- **Serge :** Rachel, would you mind briefly going over your graphical breakdowns of our sales from last year?
- **Rachel:** Certainly. The line graph here gives us a breakdown of sales by quarters. As you can see here, the chart shows us that we started the year with a solid sales figure. Sales increased dramatically in the second quarter, slumped significantly in the third quarter and recovered nicely in the fourth. The second graph, a bar graph, gives us a comparison of urban and rural sales. Evidently, our urban sales make up 70% of total sales. Finally, we have two pie charts showing market share in urban and rural areas. We have maintained our solid 35% market share in the urban area, but still have only a 10% market share in the rural area. Seems like rural market sales have a lot of potential for growth.

Serge: Nice analysis, Rachel.

bar graph 棒グラフ

# 4 VOCABULARY Directions: First repeat after your tutor and then read aloud by yourself. graphical 図形、図式 breakdown 内訳 quarter 4半期 line graph 折れ線グラフ

pie chart 円グラフ

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#### Meeting - Explaining a Chart or Graph

Directions: First repeat after your tutor and then read aloud again by yourself.

This graph indicates that ...

As can be seen from this graphical representation...

I think it's quite evident from this chart that...

The statistical difference shown by the graph is minimal/significant.

As you can see from the chart...

This graph here signifies a rise/fall in ...

What can be interpreted from this graph is that ...

#### 6 ACTIVITY <sup>練習</sup>

Activity 1: Have you ever had to explain statistics or graphs/charts during a meeting? When was the last time you had to explain a graph/chart in a meeting in English? Was it difficult? If you have never had to, do you think it would be? Why/Why not?

Activity 2: Try describing the graphs below:



### Hints

downward 下降している fell 落ちる gradual 緩やかな fluctuated 変動して largest 最大の lowest 最低の peaked 最高点 steep 急な upward 上向きに