

COA 102

BUSINESS ENGLISH

WEEK 9

COMMUNICATION TASKS – PRESENTING TRENDS & RESULTS

WEEK 9

HOURS: 4

Learning Outcomes:

- Interpreting forms and diagrams
- Interpreting graphs, charts and tables
- Using graphics in presentation

Activity:

- Lecture, transfer of information from graphics to text (writing), group discussion

MANAGING QUANTITATIVE DATA

COMMON LANGUAGE

- Ratio 1:2
- Fractions 1/3
- Percentages 15%

CENTRAL TENDENCY

- Mean
- Median
- Mode

USING GRAPHICS

- Table show exact figures
- Bar chart make comparison
- Line chart show changes over time
- Pie chart show parts in relation to whole
- Map show geographic relationships
- Flow chart show a process or procedure
- Photograph provide a realistic view of specific item or place