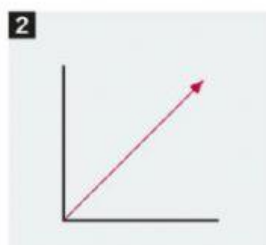
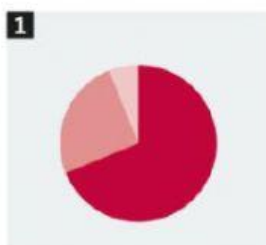


Presenting visual information

1. Look at the four slides and read their descriptions 1-4. Choose the correct word in *italics*.



3

BRANCH	SALES (\$)
Dubai	2,264,257
London	1,052,785
New York	1,890,006
Paris	927,735
Tokyo	1,115,248



- This *table* / *graph* / *chart* shows you the main findings.
It's *based on* / *divided into* / *shown from* **three** sections.
- The *upward* / *flat* / *downward* trend shows positive results.
- These *tables* / *graphs* / *figures* are the sales results of each of our **branches**.
- This decrease will definitely *stop* / *continue* / *change* into next year.

2. Complete the presentation with prepositions from the list.

to - at - into - from - in - over - on

Take a look ¹ _____ this chart. It's based ² _____ data from our research department and it shows the average number of visitors to our website. It's broken ³ _____ two parts: the green side indicates the number of visitors who visited but didn't buy and the red side indicates the number who purchased something. As you can see ⁴ _____ this, around a third of the visitors actually bought something. You might think that's low but in fact 30% is normal for most online retailers. Now I'd like to draw your attention ⁵ _____ another slide. It's a graph which compares visitors and purchases in each month of the year. Over the last 12 months, the number of visitors and purchases has increased. That's good news. And notice ⁶ _____ particular that the number of purchases per visit has also increased. So the conversion rate rose from 26% to 34% over the year. This upwards trend is positive and will continue ⁷ _____ the next year if we build on this.