## Describing graphs and charts

To indicate the source of information情報源を示す

To explain what graphic information represents
グラフの情報が何を示すのか説明する

To describe changes over time過去の変遷について伝える

Glen My presentation will analyze our company＇s performance
in comparison to our three main competitors
in the cell phone field－MCC，Faro，and Robbins．
I＇ll examine a variety of data，beginning with market share．
First，please direct your attention to this pie chart，
which is based on information from each company＇s annual report．
The red area represents Evacom＇s market share．
As you can see，we have the largest percentage，at $43 \%$ ．
The blue area is MCC，which has $38 \%$ ．
The other companies both have less than $10 \%$ ．
Next，this graph shows how market shares have changed over the past ten years．
The red line represents Evacom．
Starting at $36 \%$ ，our share increased until it peaked at $46 \%$ two years ago，
then dropped to $43 \%$ ．
Conversely，over the past two years，MCC＇s share has increased from $33 \%$ ，
as shown by the blue line．
As for Robbins and Faro，their shares have remained fairly stable．

## EXERCISE 2 Fill in the blanks and read the dialogue． <br> 空欄を埋めて，ダイアログを読みましょう！

Glen My presentation will analyze $\qquad$
in comparison to our three main competitors
in the cell phone field－MCC，Faro，and Robbins．
I＇ll $\qquad$ a variety of data， $\qquad$ market share．

First，please direct your attention to this $\qquad$
$\qquad$ ，
which is $\qquad$ information from each company＇s annual report．

The $\qquad$ represents Evacom＇s market share．
As you can see，we have the largest $\qquad$ ，at $43 \%$ ．
The blue area is MCC，which has $38 \%$ ．
The other companies both have $\qquad$ $10 \%$ ．

Next，this graph shows how market shares have changed $\qquad$ years．
The red line represents Evacom．
$\qquad$ $36 \%$ ，our share increased until it peaked at $46 \%$ two years ago， then dropped to $43 \%$ ．
$\qquad$ ，over the past two years，MCC＇s share has increased from $33 \%$ ， as shown by the blue line．
$\qquad$ Robbins and Faro，their shares $\qquad$ fairly stable．

## FOLLOW UP QUESTIONS \｜開連情较

Question 1
» Which company does the speaker work for？
Answer 1
a．Faro
b．Evacom
c．MCC
d．Robbins

| Question 2 |  |
| :--- | :--- |
| »What was MCC＇s market share two years ago？ | Answer 2 |
|  | a． $33 \%$ |
| b． $36 \%$ |  |
| c． $38 \%$ |  |
| d． $46 \%$ |  |

» What was MCC＇s market share two years ago？
a． $33 \%$
b． $36 \%$
d． $46 \%$

## EXERCISE 3 Practice speaking using the following scenarios． それぞれの状況に沿って，スピーキングを練習しましょう！

Talk 1 You are giving a presentation comparing the real estate markets in a variety of countries． The first graph shows average house prices in each country． The data is taken from research conducted by Arnold Bank． Indicate the source of the data to the audience（your teacher）．

## Talk 2

You are the sales manager for a bookstore．
You are giving a presentation showing annual sales figures．
The data is shown on a bar graph．
A black bar shows the sales total for books（ $\$ 3.2$ million）．
A gray bar shows the sales total for all other products（ $\$ 0.6$ million）．
Describe what the graphic information represents to the audience（your teacher）．

You work for a film festival．
You are giving a presentation on attendance figures over the past three years．
Three years ago，attendance was 83,000 ．Two years ago，it was 90,000 ．
Last year，it was 95,000 ．This year，it was 86,000 ．
Describe the changes over time to the audience（your teacher）．

## WORDS \＆PHRASES \｜単•熟語表現の緗介

» analyze／分析する » in comparison to／比輇して » field／分野 》 market share／マーケットシェア，市場占有率
» direct one＇s attention to～／～そ注意を間ける » annual report／年次報告書 » peak／ビ一ク，最高点
» stable／安定した

## HOMEWORK

Writing 1
You work for a medical supplies company．Your manager，Ms．Fielding， has asked you to provide national sales data for the previous month． The total amount of sales was $\$ 860,000$ ．You calculated the figure from the previous month＇s regional sales reports．Write a reply to Ms．Fielding to answer her question and indicate the source of the information．

Writing 2
You work in the accounting department of a company．One of your colleagues， Elliot，sent you an e－mail asking for the company＇s annual administrative costs in the past five years．For the first three years，the costs were similar at around $\$ 1.5$ million．Two years ago，they were $\$ 1.3$ million．Last year，they were $\$ 1.6$ million． Write a reply to Elliot describing the changes over time．

