



MODULE 8 PRESENTATION SKILLS

UNIT 4 Using Power Point in business presentations 2: Visualising figures

Task sheet

The aim of the lesson:	<ol style="list-style-type: none">1) Illustrate and provide practice opportunities for<ul style="list-style-type: none">• inserting graphs and charts into slides,• creating and interpreting graphs and charts,• animating graphs and charts.2) Practising reading out numbers
Language level:	B2 and up



TASK 1 Power Point: Blessing or curse?

Power Point (PPT) visualisation has become a must in presentations in educational, academic and business contexts. Presenters have been captivated by its potential to offer varied illustrations to boost any talk, engage the audience, and also to act as crutches for the speakers themselves.

While PPT-s do offer innumerable benefits, overusing them, or misusing them as the safeguard of the unsure presenter, rather than the audience's guidelines can result in disappointment as well.

TASK 1/A Comment on your charts and graphs

In the following, you will see some results of a survey¹ which investigated the aspects of PPT use that most annoy people in business contexts. Match the statements below to the correct graph or chart.

Figure 1. (Source: Paradi, 2019)

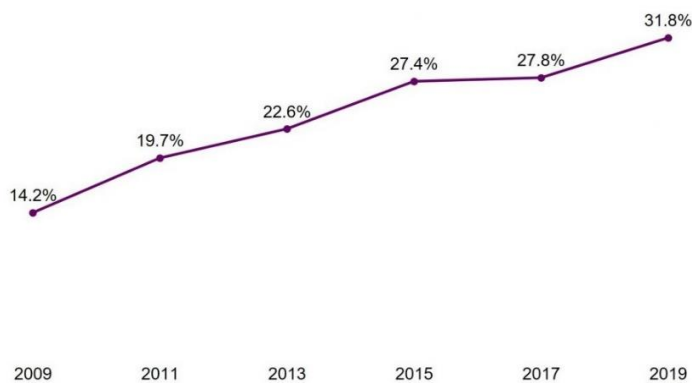


Figure 2.

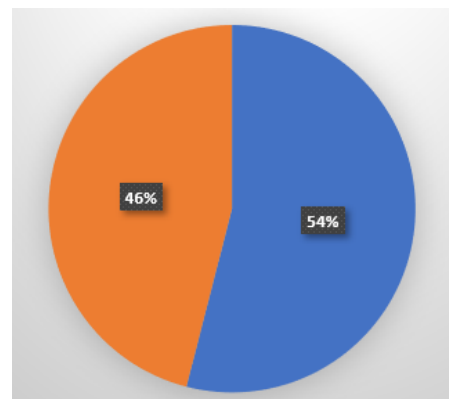


Figure 3.

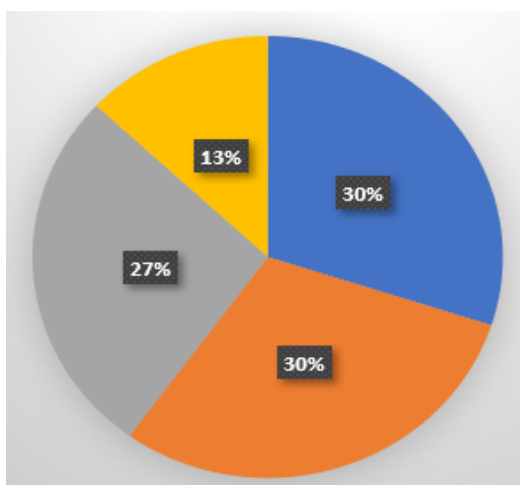
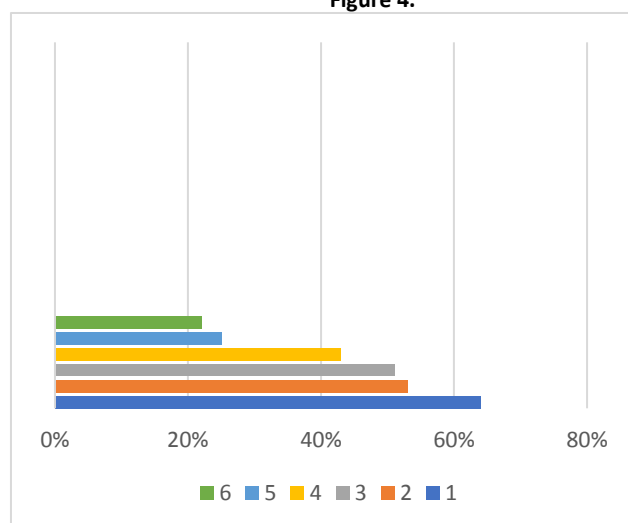


Figure 4.



¹ Dave Paradi (2019): Annoying Power Point Survey. Think Outside the Slide. Available at: [Latest results of Dave Paradi's Annoying PowerPoint Survey | Think Outside The Slide](#)

TASK 2 Charts, graphs and diagrams

Presenting numbers is one of the greatest challenges of presentations. Pronouncing numbers might cause some difficulty in the same way as selecting the most appropriate visual to demonstrate our figures. There are three basic options for visualising numbers: charts, graphs and diagrams, as show in figure 6.

Figure 6. Visualising numbers

Chart	Graph	Diagram
<p>A graphical demonstration of data represented by symbols, such as bars, lines, or slices</p> <p>Types: e.g., bar chart (useful for comparing several variables), pie chart (shows parts of a whole)</p>	<p>A simple representation of the relationship between two sets of data visualised on a vertical and horizontal axis</p> <p>Typically shows a trend over time</p> <p>Types: lines, curves, dots</p>	<p>A schematic representation of the structure, or workings of something</p> <p>Types: e.g., Smart Art images of lists, hierarchies, processes, etc.</p>

TASK 2/A Labelling graphs, charts and diagrams

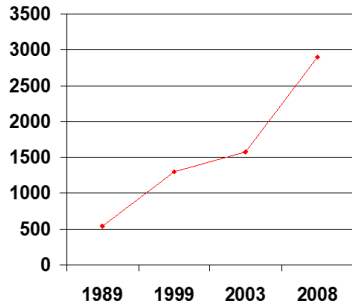
Group the visuals below according to the three categories. Enter their number into the correct slots.

<p>1.</p>  <p>■ 1st Qtr ■ 2nd Qtr ■ 3rd Qtr ■ 4th Qtr</p>	<p>2.</p>  <p>— Series 1 — Series 2 — Series 3</p>	<p>3.</p> 
<p>4.</p> 	<p>5.</p>  <p>■ Series 3 ■ Series 2 ■ Series 1</p>	<p>6.</p> 
<p>7.</p>  <p>■ Series 1 ■ Series 2 ■ Column1</p>	<p>8.</p> 	<p>9.</p> 

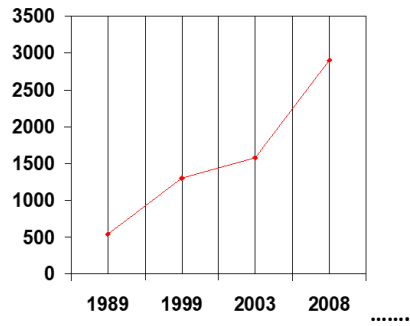
TASK 2/B Interpreting graphs

Besides choosing the most appropriate charts, graph or diagram, we should also consider the best format to support our message. Look at three different visualisations of the same numerical data: the development of acceptance figures over 4 years at a university. While the data remain the same, what additional information is communicated by the format and what aspect of the data is emphasised?

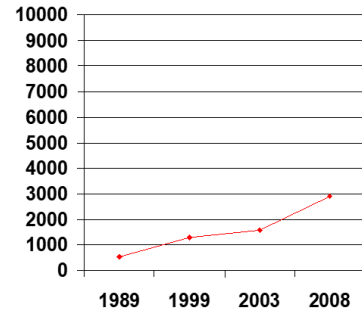
Graph 1



Graph 2



Graph 3



Take notes here.

TASK 2/C Animating charts and graphs

Experiment with animating your graphs and charts. Create a graph, a pie chart and a bar chart on your PPT slide. Select the whole chart by clicking on it, click on *Animation*, then choose an animation format. Click on *Effect Options*, and try the different formats (on the slide below *By Element in Category* has been selected so the bars will appear one by one).

The screenshot shows a PowerPoint slide titled 'Customer satisfaction' with a bar chart. The chart displays satisfaction levels for four categories: Product quality, Return conditions, Connection, and Web shop surface. Each category has three bars representing different age groups: Age 18-28 (red), Age 29-45 (orange), and Series 3 (green). The y-axis ranges from 0 to 6. A red callout box with the text 'Customer satisfaction' is positioned over the chart. The PowerPoint interface shows the 'Animation' tab selected, with the 'Effect Options' menu open, highlighting 'By Element in Category'. The status bar at the bottom indicates 'Slide 1 of 1', 'Hungarian', and 'Accessibility: Investigate'.

Category	Age 18-28	Age 29-45	Series 3
Product quality	4.0	2.5	2.0
Return conditions	2.5	4.0	2.0
Connection	3.5	1.5	3.0
Web shop surface	5.0	2.5	5.5

TASK 3 Know your numbers

When presenting figures and stats, it is imperative that the numbers should be pronounced properly.

TASK 3/A Match number and verbal form

Match the numbers with their pronounced forms.

1. 15	a. one third
2. 50	b. seven hundred and eleven
3. 55	c. twenty twenty
4. 0.5	d. a quarter
5. $\frac{1}{3}$	e. five hundred and sixty-eight
6. $\frac{2}{3}$	f. fifty
7. $\frac{1}{4}$	g. nineteen ninety-eight
8. $\frac{1}{2}$	h. zero point five
9. $\frac{3}{4}$	i. two thousand fifteen
10. 568	j. three fourths or three quarters
11. 711	k. seventy point three percent
12. 5699	l. fifteen
13. 1998 (year)	m. three hundred and forty thousand and forty
14. 2020 (year)	n. two thirds
15. 2015	o. five hundred thousand or half a million
16. 17 320	p. five thousand six hundred and ninety-nine
17. 340 040	q. fifty-five
18. 500 000	r. two million six hundred and thirty-four thousand three hundred and seventy-one
19. 2 634 371	s. seventeen thousand three hundred and twenty
20. 17.3%	t. half

TASK 3/B Name the numbers

Write down the names of the following numbers. Study the examples, and notice when to write AND connect items with a - .

CARDINAL NUMBERS

Example: 456782

four hundred **and** fifty-six thousand seven hundred **and** eighty-two

3411

300 120

340

657

7248

76 830

ORDINAL NUMBERS

Example: 41st, 52nd, 73rd, 66th

forty-**first**, fifty-**second**, seventy-**third**, sixty six**th**

21th

52nd

73rd

54th

95th

122nd

FRACTIONS

Example: 0.27, 1/3, 4/5

zero **point** twenty-seven, one-**third**, four **fifths**

Note the cardinal number in the counter (számláló) and the ordinal number (third, fifth) in the denominator (nevező), and also the plural -s added to the ordinal number in the denominator if the number in the counter is bigger than 1.

0.75

2/3

2.5

5/10

4.68%

68.74%

YEARS

Note: The years up to 2000 and from 2020 are pronounced in two blocks as two digits:

1905: nineteen O [ou] five

1953: nineteen fifty-three

2022: twenty twenty -two

The years between 2000 and 2010 are pronounced as one digit:

2005: two thousand and 5

The years between 2011-2020 can be pronounced either way:

2017: twenty seventeen OR two thousand seventeen

1968	
1999	
2001	
2016	
2021	

In sum

- Picking up and remembering figures and statistics is one of the most demanding tasks for the audience during the presentation.
- Visualising them with charts, graphs, diagrams and word clouds can greatly enhance comprehension and retention.
- Choose the appropriate format for different data sets.
- Make sure you check the format and pronunciation of numbers you want to present.
- Always introduce what the audience will see, comment on selected items on the chart or graph, and briefly explain the significance of the figures.

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Key

TASK 1 Power Point: Blessing or curse?

TASK 1/A Comment on your charts and graphs

Figure 1	3
Figure 2	1
Figure 3	2
Figure 4	5
Figure 5	4

TASK 1/B Any suggestions?

Take notes here.

Give titles and name the variables.

In the graph use horizontal or vertical lines to direct attention.

In figure 4 decrease the maximum value of the vertical axis so that the bars should be wider.

TASK 2 Charts, graphs and diagrams

TASK 2/A Labelling graphs, charts and diagrams

Chart	Graph	Diagram
1, 3, 5, 7	2, 4,	6, 8, 9

TASK 2/B Interpreting graphs

Take notes here.

In graph 1, the lines direct attention to the amounts, while in graph 2 – to the years. In both 1-2, the lines almost reach the maximum value of the vertical axis, which suggests favourable tendencies. In graph 3, the maximum value of the vertical axis has almost been tripled, which pushed the line to the lower third of the graph. This suggests that the values are nowhere near the maximum or the target, so they are not good enough.

TASK 3 Know your numbers

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20. 17.3%	k. seventy point three percent

TASK 3/B Name the numbers

3411	three thousand four hundred and eleven
300 120	three hundred thousand one hundred and twenty
340	three hundred and forty
657	six hundred and fifty-seven
7248	seven thousand two hundred and forty-eight
76 830	seventy six thousand eight hundred and thirteen

21th	twenty-first
52nd	fifty-second
73rd	seventy-third
54th	fifty-fourth
95th	ninety-fifth
122nd	one hundred and twenty-second

0.75	zero point seventy-five
2/3	two thirds
2.5	two point five
5/10	five tenths
4.68%	four point sixty-eight
68.74%	sixty-eight point seventy-four percent

1968	nineteen sixty-eight
1999	nineteen ninety-nine
2001	two thousand one
2016	twenty sixteen or two thousand sixteen
2021	twenty twenty-one