University Center Abdelhafid Boussouf-Mila

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Lecture six: Describing charts, diagrams, &tables

Addressed To Second Year Students-Semester 2

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Academic Year 2023-2024

Charts: Charts are visual representations of data, used to illustrate trends, patterns, and relationships. They provide a concise and accessible way to convey complex information to audiences. There are various types of charts, each suited to different types of data and analytical purposes

Such as bar graphs, pie charts, and line graphs, display data points and trends visually. Understanding the axes, labels, and scales is essential for interpreting the information they convey.

Diagrams: Diagrams are visual representations of information, concepts, or processes. They can take many forms, including flowcharts, graphs, charts, maps, and more. Diagrams are commonly used in various fields such as science, engineering, business, and education to illustrate complex ideas in a clear and concise manner. They help people understand relationships, structures, and sequences, making it easier to communicate ideas and solve problems.

Tables: Tables present data in a structured format, typically with rows and columns. Each cell may contain numerical values, text, or a combination thereof. Describing tables requires attention to detail and the ability to summarize key insights succinctly.

2. Techniques for Describing Charts:

When describing charts, clarity and precision are paramount. Here are some techniques to help you effectively communicate the information they contain:

-Begin by stating the type of chart you are describing and its purpose. For example, "This bar chart illustrates the sales performance of different product categories over the past year."

-Highlight key trends, patterns, and outliers depicted in the chart. Use descriptive language to convey the significance of these observations.

-Provide context by discussing factors that may influence the data, such as seasonal variations, economic trends, or marketing campaigns.

-Quantify the information where applicable, citing specific data points or percentages to support your analysis.

-Conclude by summarizing the main insights gleaned from the chart and their implications for the topic at hand.

3. Strategies for Describing Diagrams:

Describing diagrams requires a structured approach to elucidate their meaning effectively. Consider the following strategies:

-Identify the type of diagram and its purpose. Is it illustrating a process, depicting relationships, or showcasing a hierarchical structure?

-Break down the diagram into its constituent parts, explaining each element in sequential order or logical progression.

-Use transitional phrases to guide the reader or listener through the diagram, ensuring clarity and coherence.

-Draw connections between different elements of the diagram, elucidating how they relate to one another.

-Offer insights or interpretations based on the information presented in the diagram, highlighting key takeaways or implications.

4. Approaches to Describing Tables:

Describing tables requires a balance between conciseness and comprehensiveness. Here are some approaches to consider:

-Introduce the table by stating its contents and purpose. For example, "This table displays demographic data for various regions across the country."

-Highlight significant findings or trends evident in the table, such as highest/lowest values, trends over time, or notable disparities between groups.

-Use comparative language to contrast different rows or columns within the table, identifying similarities, differences, or relationships.

-Consider the presentation of data, including formatting, units of measurement, and any abbreviations or symbols used.

-Conclude with a summary of the key insights gleaned from the table and their implications for the topic under discussion.

In conclusion, mastering the art of describing charts, diagrams, and tables is essential for effective communication and data analysis. By understanding the basic principles, employing descriptive techniques, and adopting a structured approach, you can convey complex information with clarity and precision. Remember, practice makes perfect, so don't hesitate to hone your skills through repeated application and refinement.

Terminology

1. Chart - رسم بياني
2. Diagram - مخطط
3. Table - جدول
4. Title - عنوان
5. Axis - محور
6. Data - بيانات
7. Trend - اتجاه
8. Pattern - نمط

9. Comparison - مقارنة

10. Relationship - علاقة

11. Structure - هيكل

12. Process - عملية

13. Component - مكون

14. Sequence - تسلسل

15. Column - عمود

16. Row - صف

17. Header - رأس الجدول

18. Summary - ملخص

19. Analysis - تحليل

20. Interpretation - تفسير

21. Clarity - وضوح

22. Complexity - تعقيد

23. Jargon - لغة مصطلحات خاصة

24. Context - سياق

25. Background - خلفية

26. Insight - رؤية

27. Conclusion - استنتاج

28. Description - وصف

29. Visualization - تصوير بصري

30. Representation - تمثيل

31. Insightful - مفيد

32. Essential - أساسي

33. Strategies - استراتيجيات

34. Techniques - تقنيات

35. Interpretive - تفسيري

36. Deciphering - فك شفرة

37. Unveiling - الكشف عن

38. Comprehension - فهم

39. Distilled - مقطر

40. Demystified - تم إزالة الغموض عنه

41. Clear - واضح

42. Concise - موجز

43. Understanding - فهم

44. Essentials - الأساسيات

45. Mastering - اتقان

46. Navigation - التنقل

47. Accessible - متاح

48. Meaningful - ذو معنى

49. Presentation - عرض

50. Communication - تواصل