

Checklist for using visuals (Graphs and charts)

- a) Start by telling your audience what the graph / chart illustrate
- b) Highlight the key points
- c) Say why these points are important (and explain the cause or effect)
- d) Use different verbs to express movement / development
- e) If the movement you want to describe is very complex, simplify it. Divide the graph into parts.

Talking about visuals

To point out the most important information, you can use these expressions:

Explaining a visual

- Let's now look at the next slide which shows ...
- First, let me quickly explain the graph.
- You can see that different colors have been used to indicate ...
- The key in the bottom left-hand corner shows you ...



Highlighting information

- I'd like to start by drawing your attention to ...
- What I'd like to point out here is ...
- I think you'll be surprised to see ...
- I'd like you to focus your attention on ...
- Let's look more closely at ...

Exercise

Match the two parts to make sentences used to talk about visuals.

1 Let's now have a look		A shows our revenues since 2004.
2 the black line gives us		B the next pie chart.
3 Each line on the graph indicates		C at how the new division will be structured.
4 In the upper right-hand corner		D attention to the figures in the left-hand column.
5 The graph on the following slide		E you can see the specifications for the TP model.
6 now I'd like you to take		F the sales figures for the VW Fox.
7 The names of the new models are listed		G table on the right.
8 You can see the test results in the		H a look at the next slide.
9 this aspect of the problem is illustrated in		I the production output of a different product.
10 I'd like to draw your		J across the top.