EWS Academy

English with a Smile

Learn • Practice • Glow • Smile

Presentation Skills | Worksheet 2

Beginner practice | Explaining a simple chart

Watch a lesson in your level playlist. Pause, repeat, then complete this page. Check the separate answers afterwards.

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1. Choose a suitable opening for this situation: Explaining a simple chart. A: This chart shows our monthly sales. B: Go away. C: I will not listen.

2. Fill the gap. Sales rose ___ ten to fifteen units. Use: from / under / across

3. Put these words in order: sales / June / shows / bar / blue / The

4. Make this message polite: “This chart is obvious.”

5. Explain one number, one comparison and one practical next step. Use short, simple sentences.

Speak your answers aloud. Clear meaning matters more than speed.

English with a Smile Academy | Koswatte, Battaramulla

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Extra 3 / 6 / 10 / 10+ sets with answers: charges apply.

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Intermediate practice | Explaining a simple chart

Watch a lesson in your level playlist. Pause, repeat, then complete this page. Check the separate answers afterwards.

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1. Write one sentence before and one sentence after this line: “This chart shows our monthly sales.”

2. Complete and extend this sentence with a useful detail: Sales rose ___ ten to fifteen units.

3. Explain the meaning of this line in simple English: “The blue bar shows June sales.”

4. Rewrite “This chart is obvious.” politely. Add one reason.

5. Explain one number, one comparison and one practical next step. Add a reason or a follow-up question.

Speak your answers aloud. Clear meaning matters more than speed.

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Presentation Skills | Worksheet 2

Advanced practice | Explaining a simple chart

Watch a lesson in your level playlist. Pause, repeat, then complete this page. Check the separate answers afterwards.

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1. Adapt “This chart shows our monthly sales.” for a formal situation. Say who you are speaking to.

2. Expand “The blue bar shows June sales.” into two connected sentences. Add a practical next step.

3. Explain why “This chart is obvious.” could cause a problem. Then write a fairer alternative.

4. Write a follow-up question about “Explaining a simple chart”. Explain how it helps the conversation.

5. Explain one number, one comparison and one practical next step. Add one possible difficulty and a calm response. Use clear English.

Speak your answers aloud. Clear meaning matters more than speed.