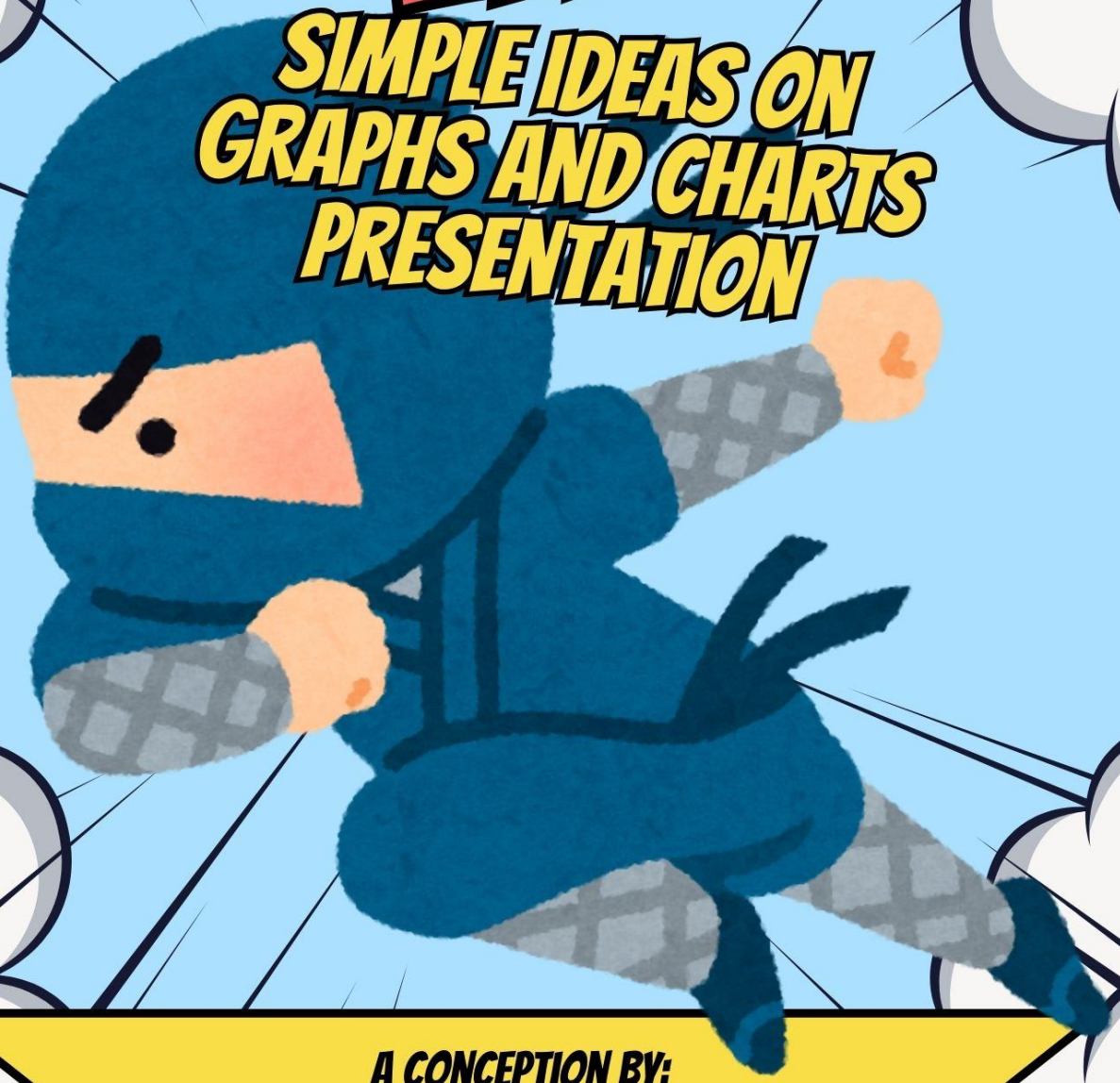
PRESENTATION ZEN

SIMPLE IDEAS ON GRAPHS AND CHARTS PRESENTATION



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PRESENTATION ZEN:

SIMPLE IDEAS ON GRAPHS AND CHARTS PRESENTATION

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We hereby declare that this module is our original work. To the best of our knowledge, it contains no materials previously written or published by another person. However, if there is any, due acknowledgement and credit are mentioned accordingly in the eBook.

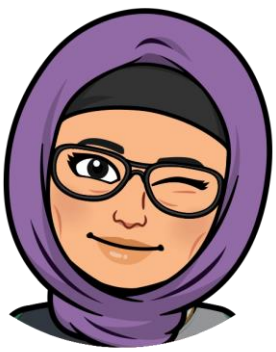
Preface

This eBook is specially written for future-ready polytechnic students to keep up with the pace of digital transformation happening in Malaysia's industries, ensuring employability in the age of the Fourth Industrial Revolution (IR4.0).

Each chapter begins with learning outcomes and ends with key takeaways and reflection questions to examine students' mastery of graphs and charts. This eBook also consists of sufficient activities to groom autonomous learners and fulfil the Student Learning Time (SLT). The inclusion of personalised teacher avatars (Teacher Teng and Teacher Masnija) can spark students' power of imagination and create a more engaging learning environment. The content is organised into ten chapters to facilitate students' comprehension.

- ❑ **Chapter 1** on Introduction
- ❑ **Chapter 2** on Information Sources
- ❑ **Chapter 3** on Data Display
- ❑ **Chapter 4** on Pie Chart
- ❑ **Chapter 5** on Bar Graph
- ❑ **Chapter 6** on Line Graph
- ❑ **Chapter 7** on The 3 Steps (Planning, Practicing, Presenting)
- ❑ **Chapter 8** on The Structure of An Oral Presentation
- ❑ **Chapter 9** on The Ultimate Presentation Outfit Style Guide
- ❑ **Chapter 10** on Self Practice

Introducing



Teacher Teng

Teacher Masnija

Notes to Readers

https://me-qr.com/lHoxLwUN

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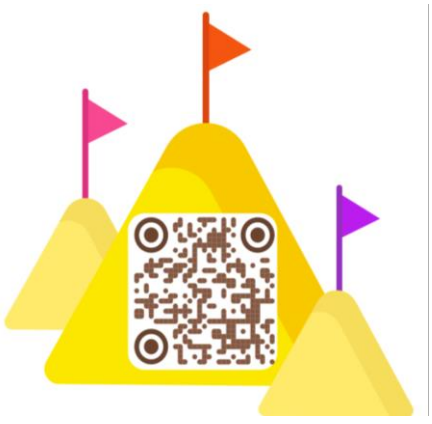

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TABLE OF CONTENTS

01
Introduction

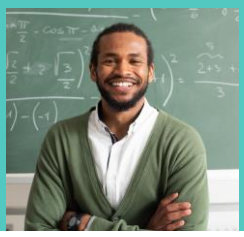
13
Information Sources

19
Data Display

25
Pie Chart

36
Bar Graph

48
Line Graph



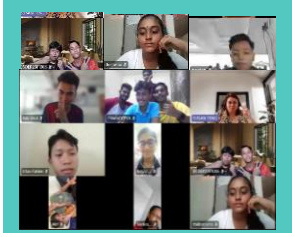
68
The 3 Steps: Planning, Practicing, Presenting

72
The Structure of an oral presentation

77
The Ultimate Presentation Outfit Style Guide

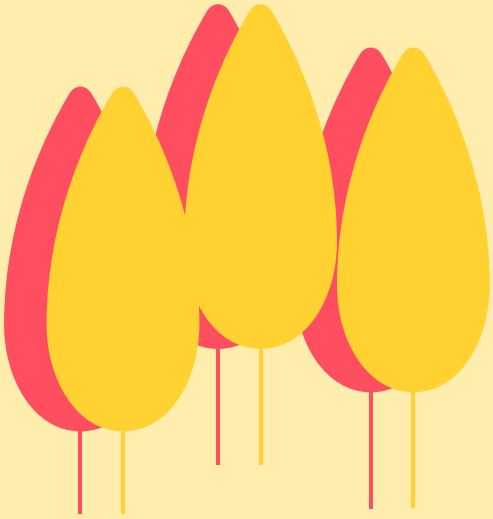
81
Self Practice

92
References

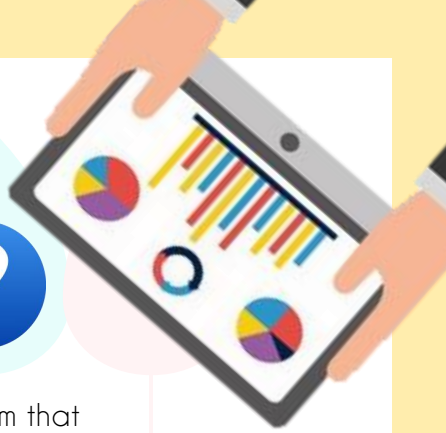


CHAPTER 1 INTRODUCTION

At the end of Chapter 1
with Teacher Teng,
you should be able to identify
and understand different
basic types of graphs
and charts.



What are Graphs and Charts ?



In mathematics, a graph is a visual representation or diagram that organises the presentation of data or values.

Graphs' points often show the relationship between two or more things.

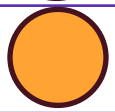
For example, the information below can be displayed as a graph.

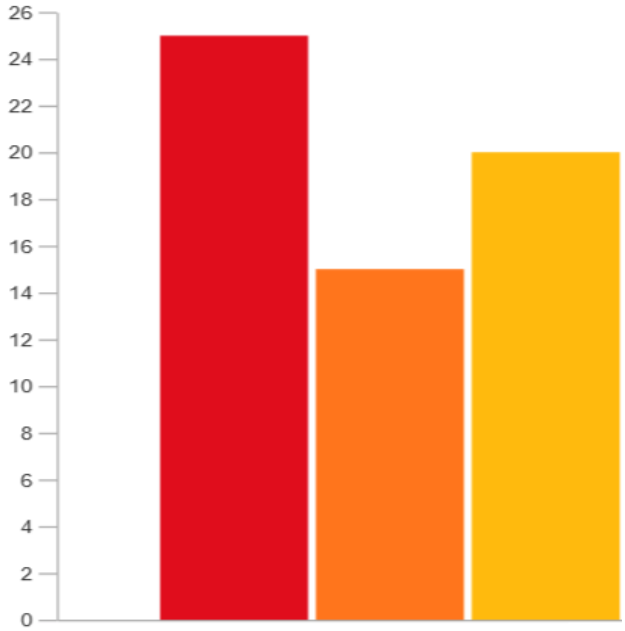
Picture 1 shows the type and number of vegetables a mother buys.

First, code the type of vegetables according to different colours.

Capsicum	Tomato	Brinjal
		

Next, we calculate each vegetable and use specific colours to present the information in systematic order in a table.

Types of Vegetables	Number of Vegetables
	25
	25
	15



Finally, draw the bars corresponding to the available data.

Why do we use graphs and charts to present data?

- Convey information visually because it is easier to see, show, explain and compare.
- Facilitates with the significant value, percentage and proportional display of numbers.
- Make the presentation and explanation of the content more engaging to draw the audience's attention.
- An improved comprehension of the material offered.

Do you know the basic types of graphs and charts

1. PICTOGRAPH

A pictograph or pictogram is one of the most eye-catching charts and graphs.

It displays numerical information using data sets such as icons or pictorial symbols.

An icon represents the frequency of data as images or symbols.

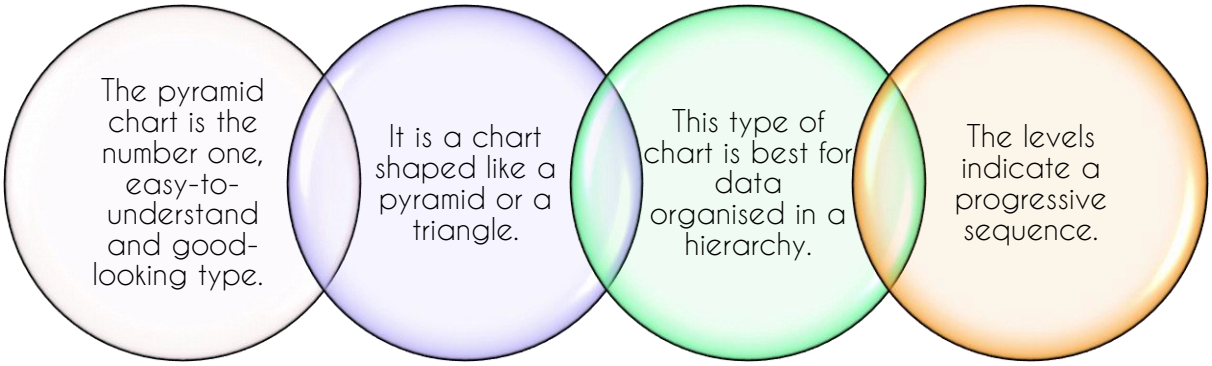
Example:

Days	Books sold
Monday	6
Tuesday	5
Wednesday	8
Thursday	4
Friday	4
Saturday	7

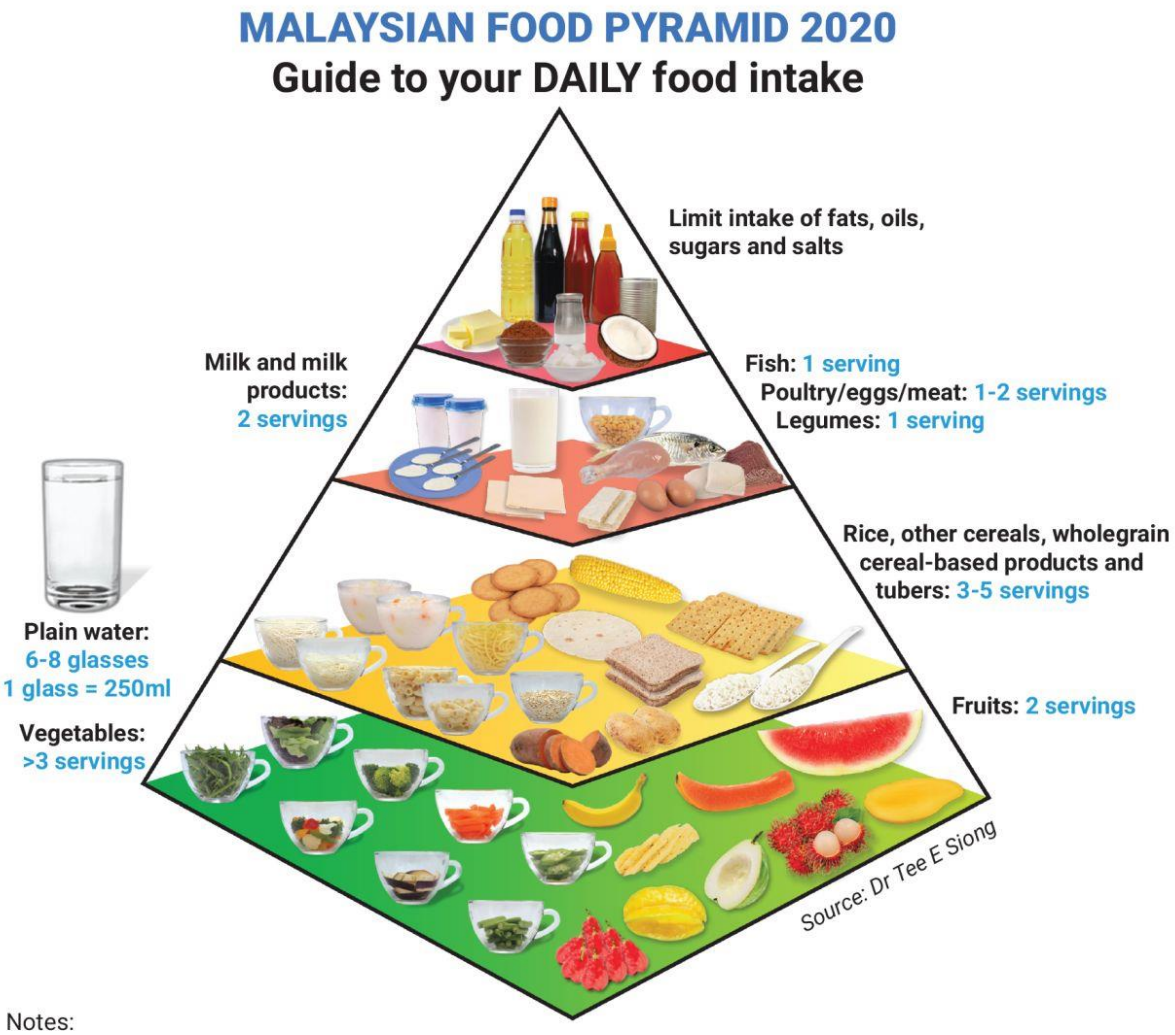
Each represents 5 copies sold

Image: https://www.mometrix.com/academy/pictographs/

2. PYRAMID CHART



Example:



Notes:
1. The recommended number of servings is calculated based on 1,500kcal, 1,800kcal and 2,000kcal for adults.
2. Less active/sedentary adults should choose the minimum number of servings.

Image: https://www.thestar.com.my/lifestyle/health/2021/04/07/malaysian-food-pyramid-updated-for-better-nutritional-guidance

3. PIE CHART

A pie chart displays data and statistics in an easy-to-understand "pie" format and illustrates the numerical relationship.

It breaks a group into smaller pieces.

Pie charts work best for displaying data for 3 to 7 categories.

Example:

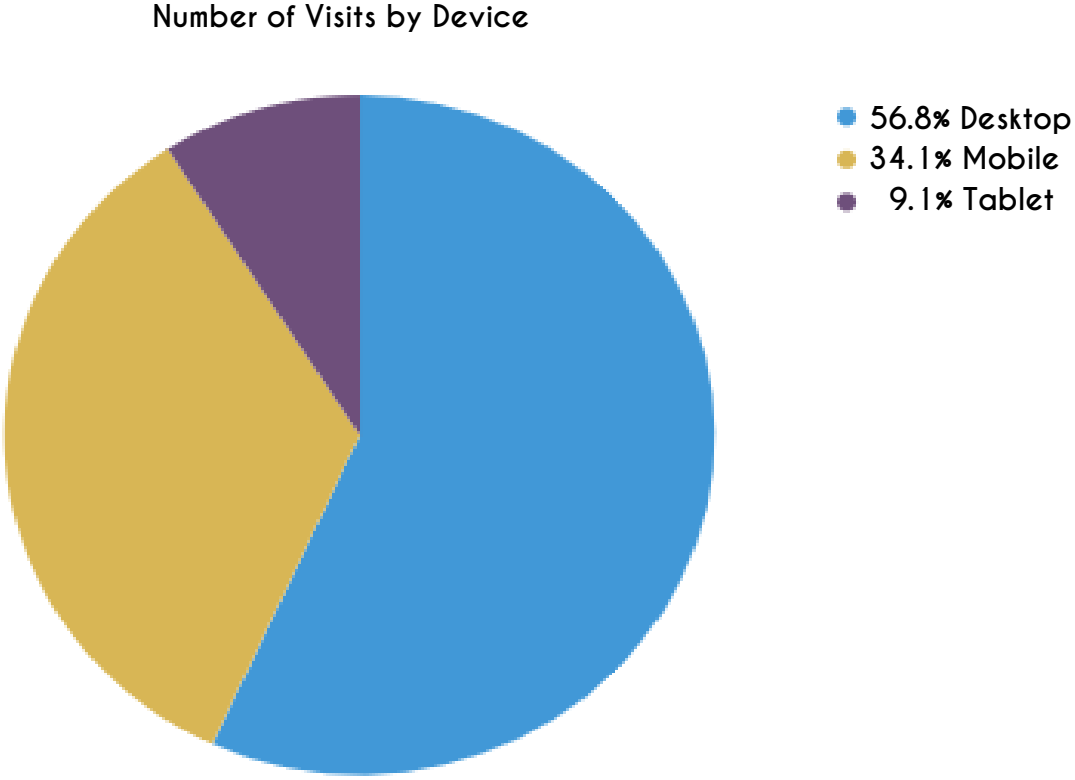


Image: https://chartio.com/learn/charts/

4. BAR GRAPH

- Bar graphs represent categorical data with rectangular bars.
- They are usually used to compare several classes of data.
- The length and height of each rectangular bar are proportional to the values they represent.
- One axis of the bar graph shows the classes compared.
- The second axis shows the measured value.

Example:

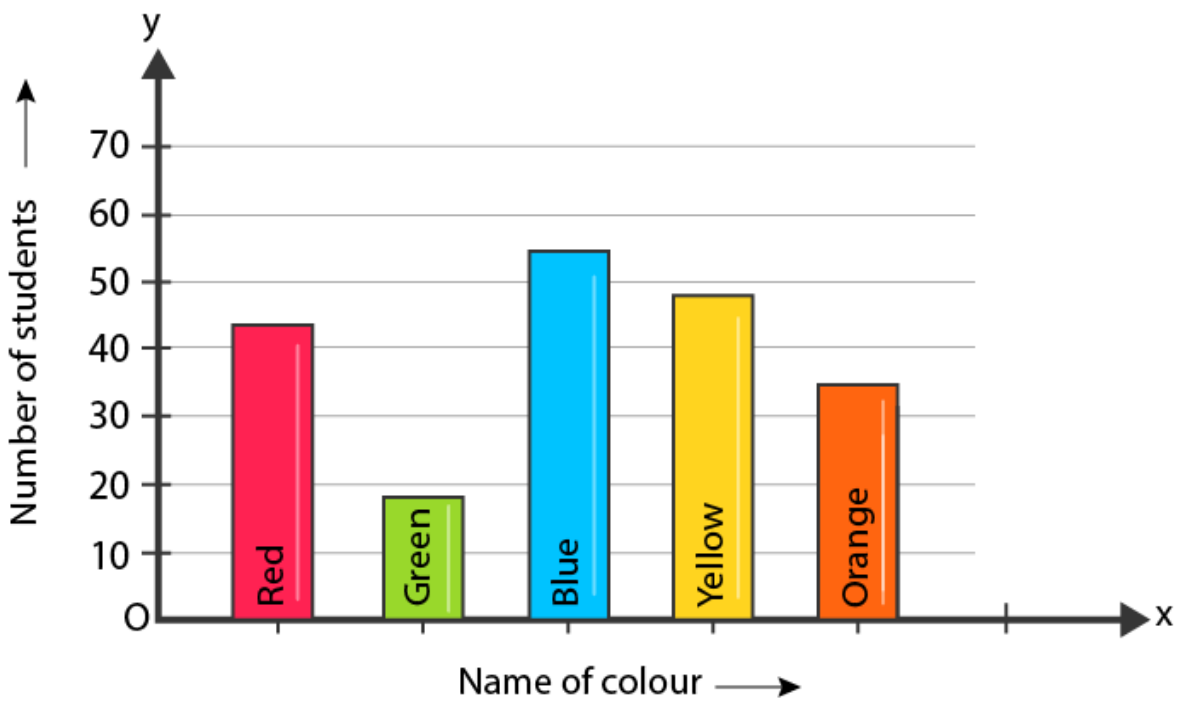


Image: https://byjus.com/maths/types-of-graphs/

5. LINE GRAPH

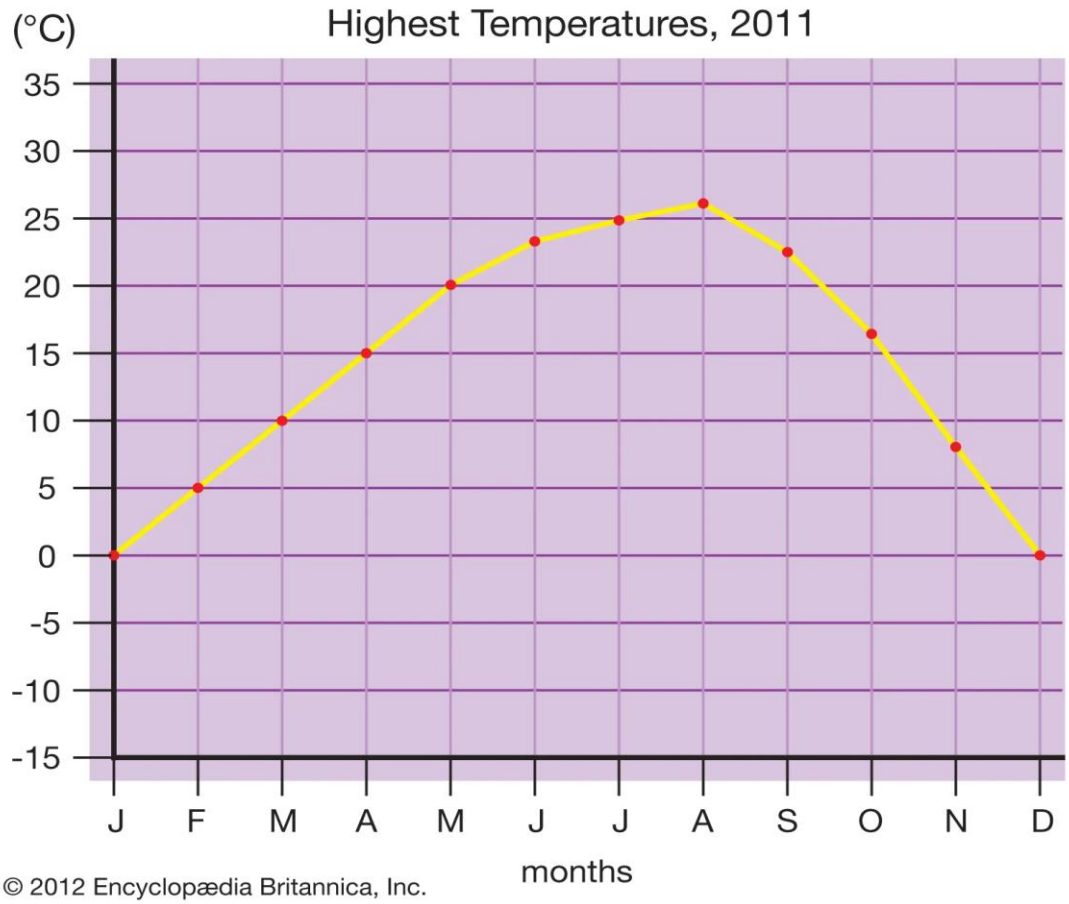
A line graph graphically displays data that is constantly changing over time.

Each line graph consists of points that connect the data to show a trend (continuous change).

Line graphs have an x-axis and a y-axis.

Time is usually distributed along the horizontal axis (y-axis).

Example:



6. TABLE

A data table is a document arranged in rows, columns, and cells containing specific values.

Rows run horizontally, and columns vertically.

When rows and columns are combined, they form a table.

Each box in the table is called a cell.

Tables are very flexible and help us interpret data quickly and more clearly.

Example:

Table 1 shows the sales of musical instruments.

Musical Instruments	Number of instruments
Guitar	720
Drum	360
Saxophone	540
Piano	270
Cajon	430
Tambourine	610




7. FLOWCHART

Flowcharts help organise process steps, decisions, or actions from start to finish.

They often show the paths you can take in a process from start to finish.

Specific shapes are used to illustrate different parts of the process.

A legend is included to explain the meaning of each shape.

Example:

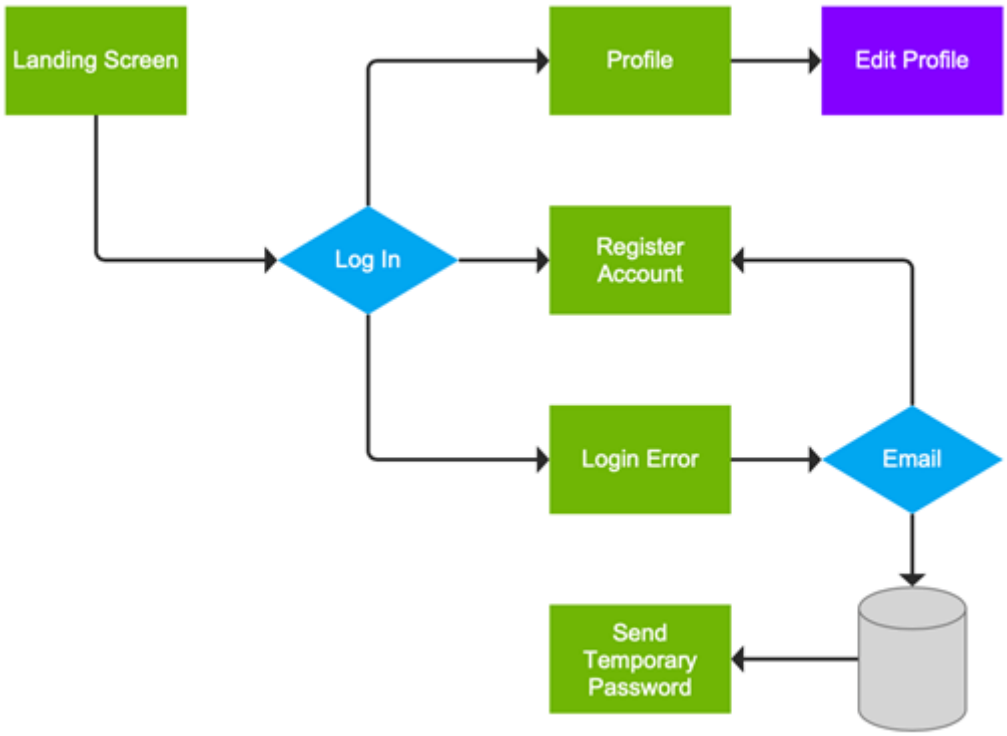


Image: https://docs.axure.com/axure-rp/reference/flow-diagrams/

8. TALLY CHART

A tally chart is just one method of collecting data using tally marks.

For example, Let's say we wanted to collect some data on how students use transport to get to school. The data collection looks like this:

walk, bus, bike, walk, bike, bus, walk, car, walk, bike, bike, bus, walk, walk, walk, car, bus, walk, bus, bus, walk, car, car, walk, walk, train, bike, bus, walk, walk

The tally chart for the same data looks like this:

Transport	Tally	Frequency
Walk	𝍸 𝍸 |	13
Bus	𝍸 ||	7
Car	||||	4
Bike	𝍸	5
Train	|	1

Image: https://thirdspacelearning.com/gcse-maths/statistics/tally-chart/

Key Takeaway...

Powerful visual representation tools, that graphically display large data sets are easy to understand for the intended audience.

Reflection Question

The table below shows Sam's weight in kilograms for 5 months in 2023					
Month	January	February	March	April	May
Weight in kg	49	54	61	59	63

Which is the best type of graph/chart that can represent Sam's weight? Why?

CHAPTER 2 INFORMATION SOURCES

At the end of Chapter 2
with Teacher Teng,
you should be able to prepare
raw data from a variety of
information sources.

What is data ?

The Cambridge Online Dictionary defines data as information, particularly facts or numbers, gathered for analysis, consideration, and use to support decision-making.

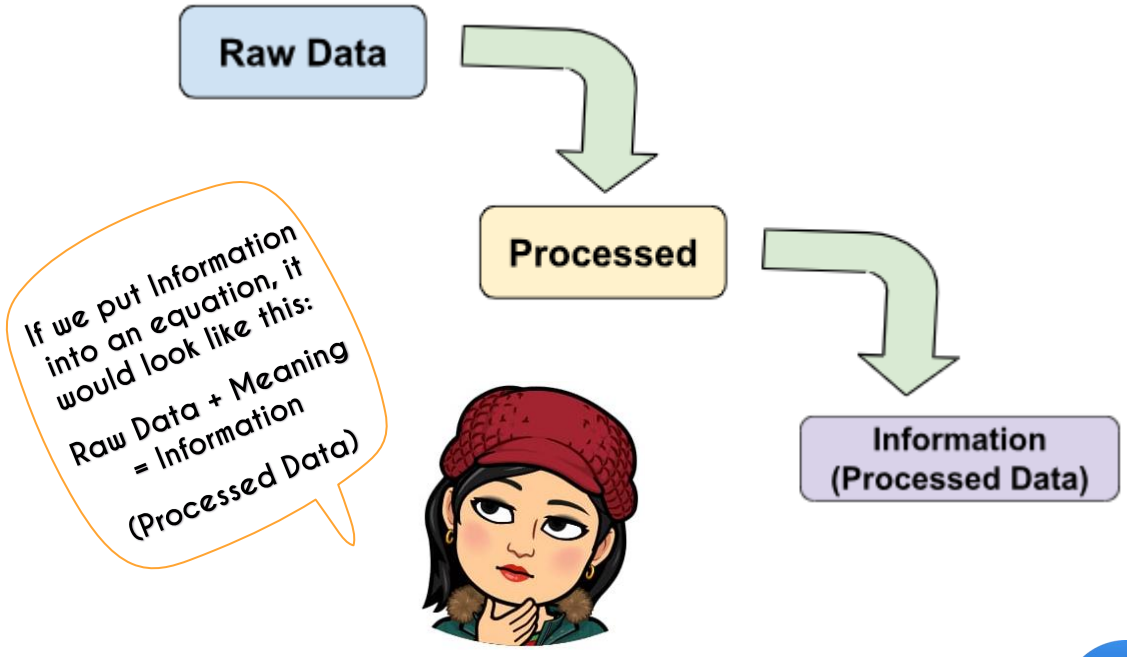
Quantitative and qualitative data are the two basic types.

QUANTITATIVE DATA AND QUALITATIVE DATA

Basis for Comparison	Quantitative Data	Qualitative Data
Definition	Numbers and percentages that can be quantified	Information that cannot be quantified
Can data be counted?	Yes	No
Type	Numbers, statistics	Words, objects, pictures, observations, symbols, transcripts,
Data Collection	Surveys, experiments, observations and content analysis.	Interview sessions, focus group discussions, case studies etc.
Sample of Question	How are you feeling today? 1.Happy 2.Sad 3.Empty	Why are you feeling empty today?

RAW DATA AND PROCESSED DATA

Basis for Comparison	Raw Data	Processed Data
Definition	Original data that is raw and meaningless.	Information is processed, structured, or presented in a meaningful and useful context.
Analysis	Difficult for data analysis.	Ready for analysis.
Sample of Data	5 7 8 3 winter, summer, spring, fall	5 7 8 3 are the number of students in the x-axis winter, summer, spring, fall is a list of favourite seasons of the year.



What are variety of information sources

1. Information can be gathered from a range of different sources.
2. These can be divided into three basic categories:

a) Primary Information Sources

A primary information source provides firsthand information about an event, person, object, or work of art.

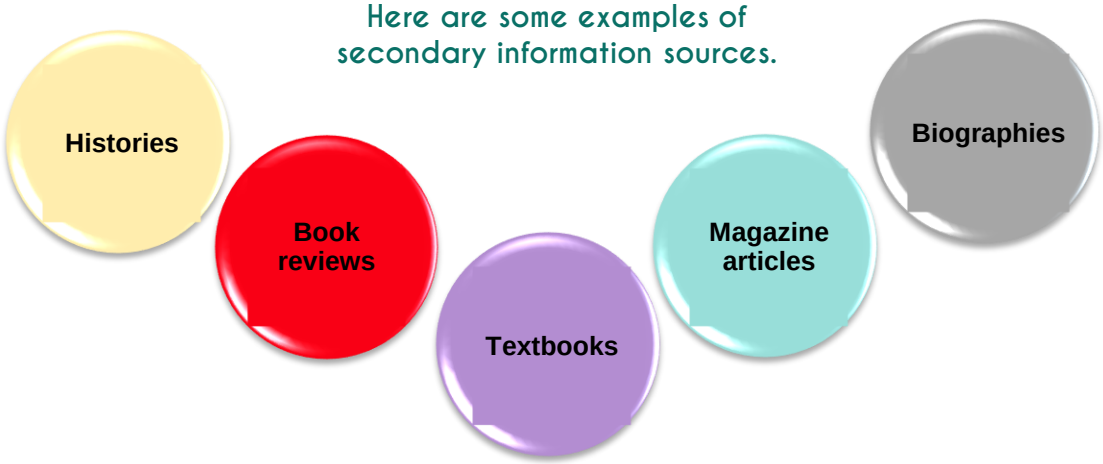
Here are some examples of primary information sources.

Diaries
Patents
Original scholarly research results
Experiments
Court reports
Interviews
Poems
Paintings
Personal correspondences
Historic objects
Testimonies
Speeches
Annual reports of an organization or agency

b) Secondary Information Sources

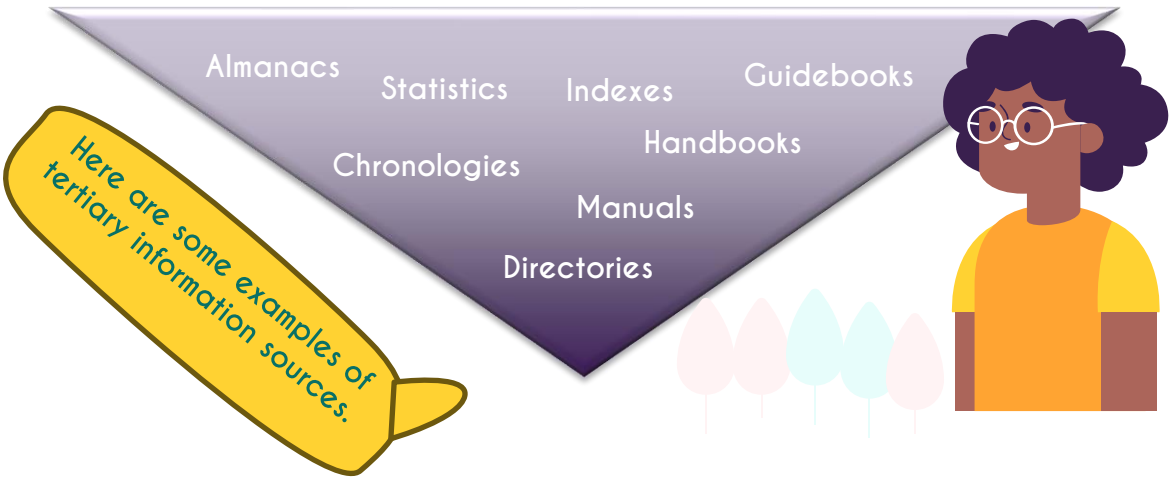
A secondary information source analyses, interprets, or discusses information about a primary information source.

Here are some examples of secondary information sources.



b) Tertiary Information Sources

A tertiary information source lists, compiles, or indexes primary and secondary information sources.



The specific types of primary, secondary, and tertiary information sources you might use depends upon the objective of your presentation. For example, if you were presenting about the Politeknik Port Dickson students' mental health during the pandemic, you might use the following:

I.	a Politeknik Port Dickson student's diary as a primary source;
II.	a few magazine articles about the students' mental health during the pandemic as a secondary source and,
III.	a statistic of students' mental health during the pandemic from the Psychology Management Unit of Politeknik Port Dickson as a tertiary source.

Distinguishing between reliable and unreliable sources

We can evaluate information better by asking certain 'Wh-' questions:	
Who wrote the text?	Is the person well known in the field?
When was the text written?	Is it an old text or a new text? Could the information have changed since the text was written?
What evidence or research is presented to support the argument?	What do other authors think? What do you think?
Where was the information published?	Was it in a peer-reviewed journal? On a webpage? On a blog? In a newspaper?
Why was the information published?	Does the text provide balanced information (i.e., are both sides of an argument presented or just a one-sided view)?
How is the information presented?	Is the language formal or informal? Does the author use persuasive language or is the language neutral and objective?

Collecting the answers to these questions will help us judge whether the text is reliable.

Situation:
Imagine you are working as a marketing executive in a face mask factory. Your boss asked you to find out why the demand for face masks is decreasing even with prices slashed **from November 2023 to July 2024**.

Which examples of information do you think are reliable, and which are unreliable? Why?

It is important to critically evaluate sources because using reliable sources makes you a more informed presenter.

If you include unreliable sources in your presentation, your presentation could lose credibility.

Key Takeaway...

DUMMY TABLE

A dummy table is an empty skeleton table which shows how the results will be presented.

It facilitates a systematic and logical presentation of data.

A dummy table only shows the row and column headings. The cells should be left blank without any data.

The values in the cells of a dummy table are filled after data collection and analysis.

Hritik and his family often watch movies at home. Below is a sample of the dummy table prepared to show the number of movies they watched from 2019 to 2023.

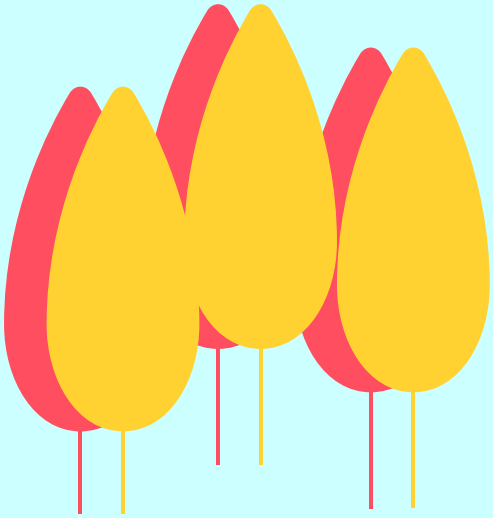
Year	Number of Movies

Reflection Question

In your opinion, what are the disadvantages of using data from unreliable sources in a graphs and charts oral presentation?

CHAPTER 3 DATA DISPLAY

At the end of Chapter 3
with Teacher Teng,
you should be able to display
the prepared data
in suitable graphic forms.



Do you know how to prepare suitable graphs charts for a presentation

STEP 1 **Look...**

- for raw data from various sources of information.

STEP 2 **Select...**

- a suitable text (raw data) for your presentation.

STEP 3 **Have**

- you read and understood the text?

STEP 4 **Identify and highlight...**

- the elements and data you are interested in presenting.
  ***There might be much information in the text. Be selective and pick wisely.*

STEP 5 **Come up with...**

- a suitable title for your graph/chart.

STEP 6 **Create...**

- a Dummy Table and transfer the information and data from the text that you have selected in it.

STEP 7 **Determine...**

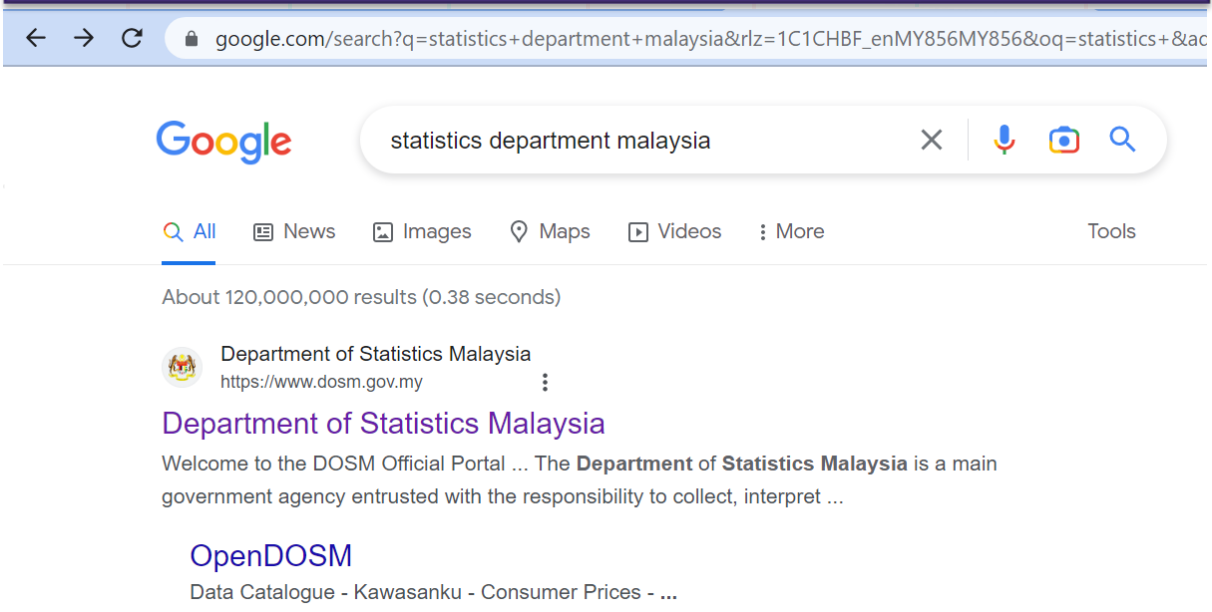
- a suitable type of graph/chart to represent the data.

STEP 8 **Draw...**

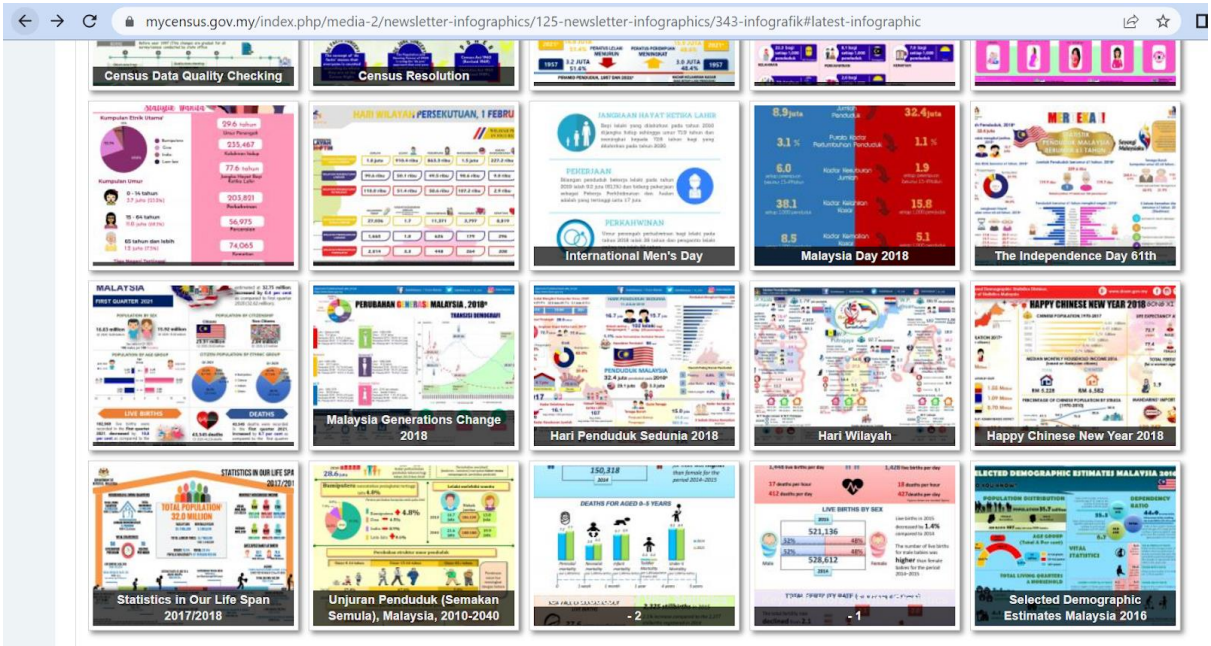
- the graph/chart to represent the data organized in the Dummy Table.

Now let s try to apply the steps

Step 1 - Look for raw data from various sources of information



Step 2 - Select a suitable text (raw data) for your presentation



Step 3 - Have you read and understood the text?

Step 4 - Identify and highlight the elements and data that you are interested in presenting.

LIVE BIRTHS

102,969 live births were recorded in the **first quarter 2021**, **decreased** by **10.8 per cent** as compared to the first quarter 2020 (115,439).

102,969 babies
Q1 2020: 115,439 babies

Male babies
53,292
Q1 2020: 59,675

Female babies
49,677
Q1 2020: 55,764

Step 5 - Come up with a suitable title for your graph/chart.

Possible titles:

a) Live Births in Malaysia for The First Quarter 2021

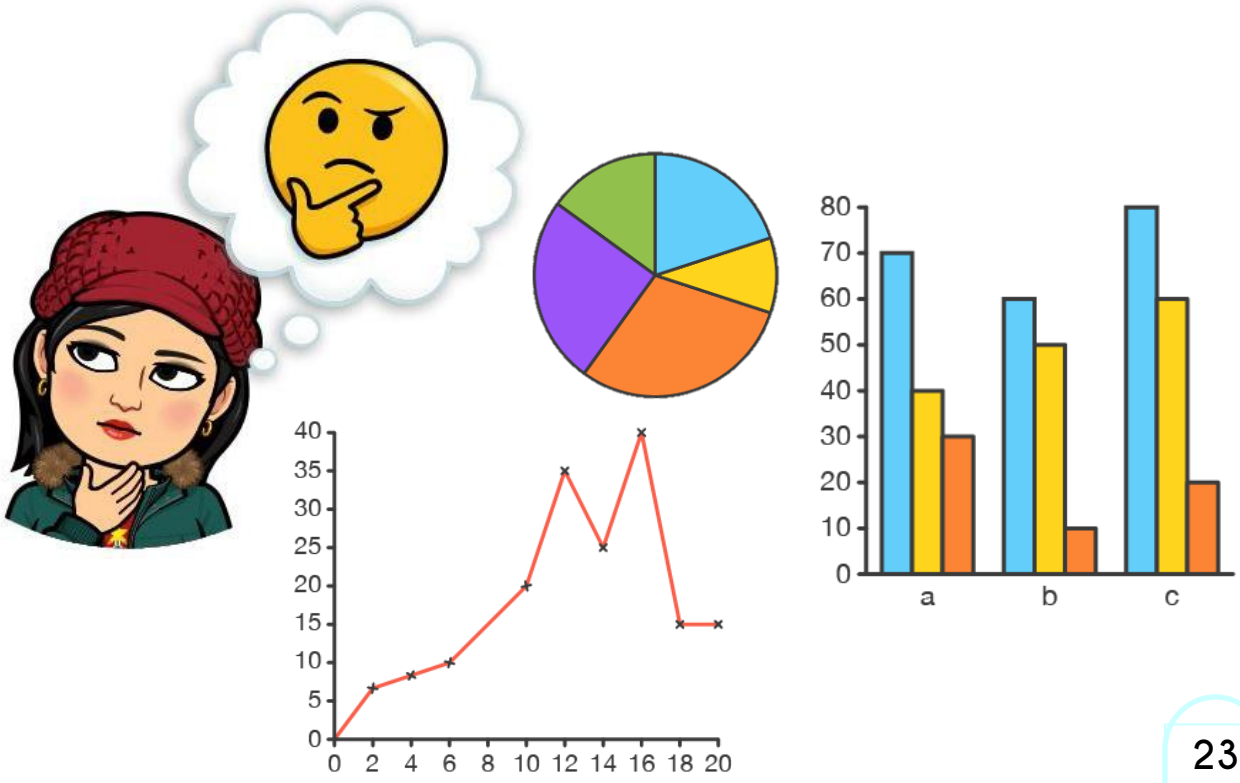
b) The Live Births in Malaysia for The First Quarter (2021)

c) Live Births in Malaysia (2021) for The First Quarter

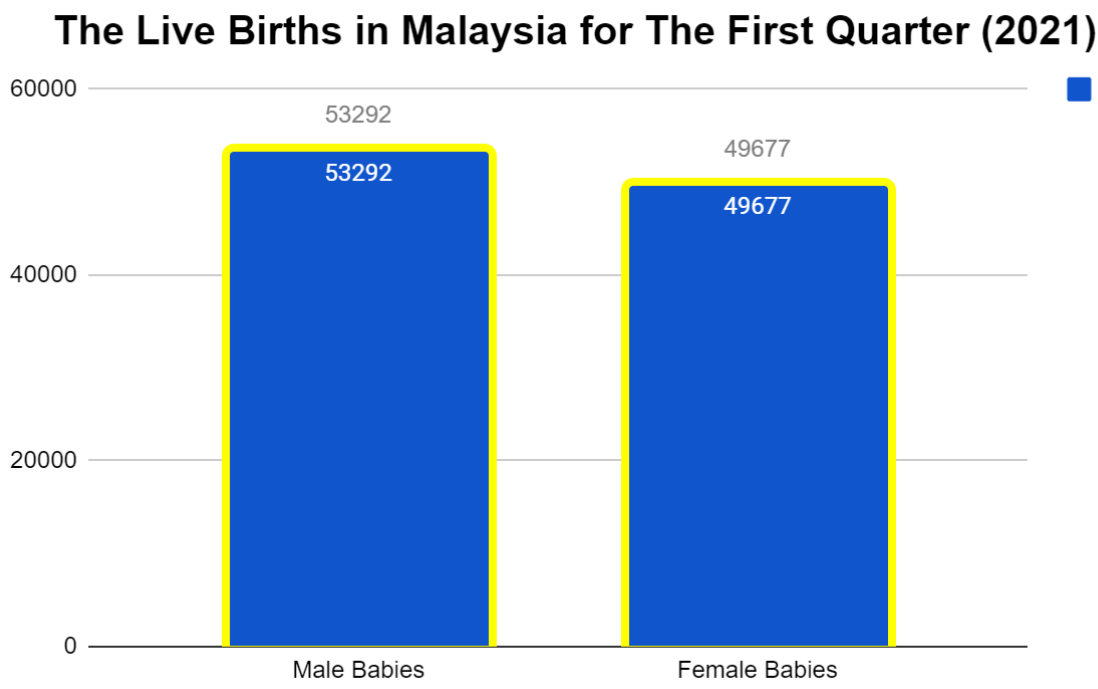
Step 6 - Create a Dummy Table and transfer the information and data from the text that has been selected by you.

Element	Total	Percentage (%)
Male Babies	53,292	51.76
Female Babies	49,677	48.24
Total Babies	102,969	100

Step 7 - Determine a suitable type of graph/chart to represent the data.



Step 8 - Draw the graph/chart to represent the data in the Dummy Table.

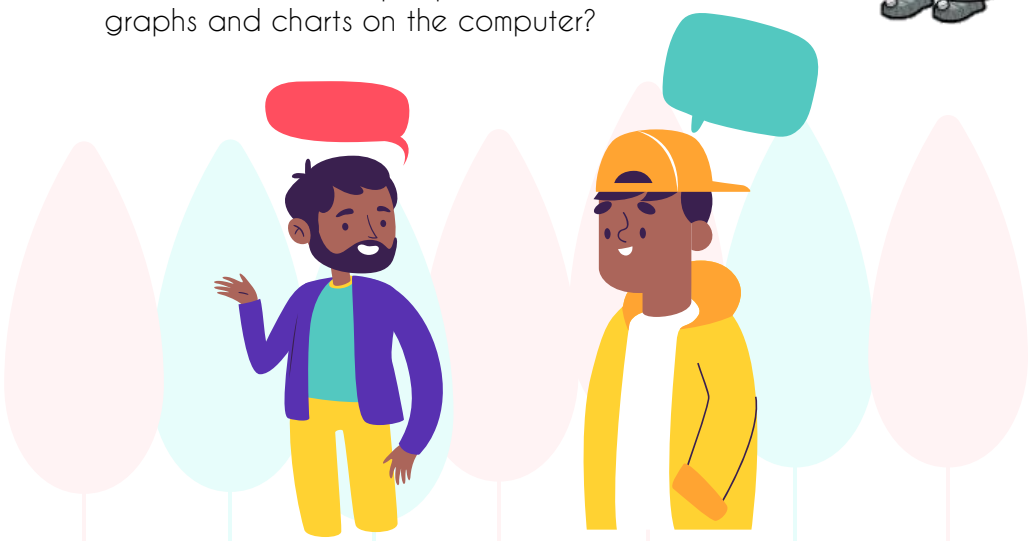


Key Takeaway...

Include labels, titles and legends in the graph/chart accurately!

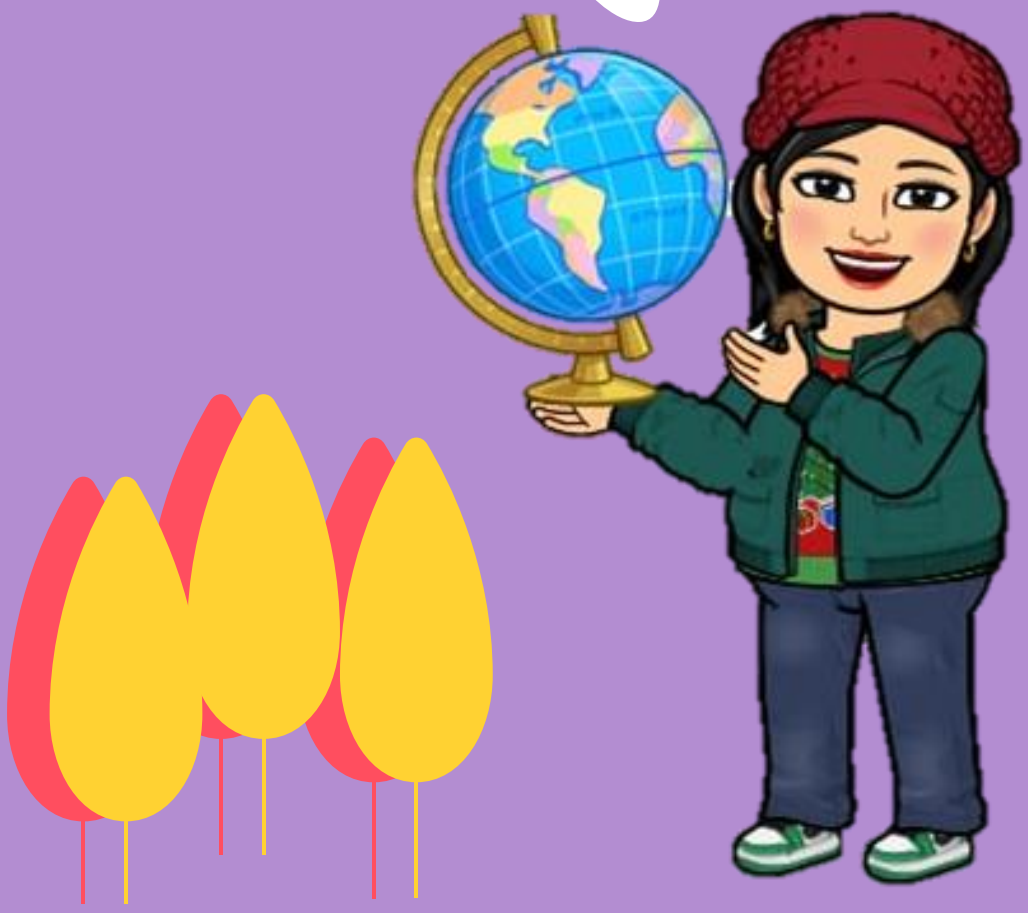
Reflection Question

What are the best tools people use to draw graphs and charts on the computer?



CHAPTER 4 PIE CHART

At the end of Chapter 4
with Teacher Teng,
you should be able to describe
the information in a pie chart
analytically, using appropriate
and varied vocabulary.



What is a pie chart ?

- A pie chart is a circular diagram that resembles a pie or a pizza.
- A pie chart presents data in slices of a circle.
- The size of each slice indicates the proportion among a large variety of categories that makes up the whole.
- A complete pie chart represents 100%.
- Pie charts are widely used in business presentations and education.

Situation:
Imagine you survey your followers (500 people) to find the fruits they like best:

Table: Favourite Fruits				
Banana	**Apple**	**Mango**	**Orange**	**Mangosteen**
150	125	100	75	50

You can show the data above by this Pie Chart:

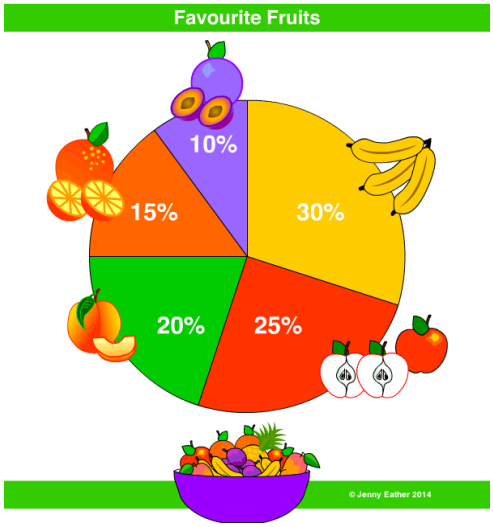


Image: http://www.amathsdictionaryforkids.com/qr/p/pieGraph.html

It is easy to see which local holiday destination is most liked and which is least liked at a glance.

What are the parts of a pie chart

- Title - tells what the pie chart is about
- Section/segment/part - shows the data value area in fractions
- Percentage - shows unit of data presented/converted in percentage
- Label - shows what data/info is presented for sections/segments/parts
- Legend - indicates what each colour/shade in the sections/segments/parts refers to
- Source of information - Provides the origin of the data

.

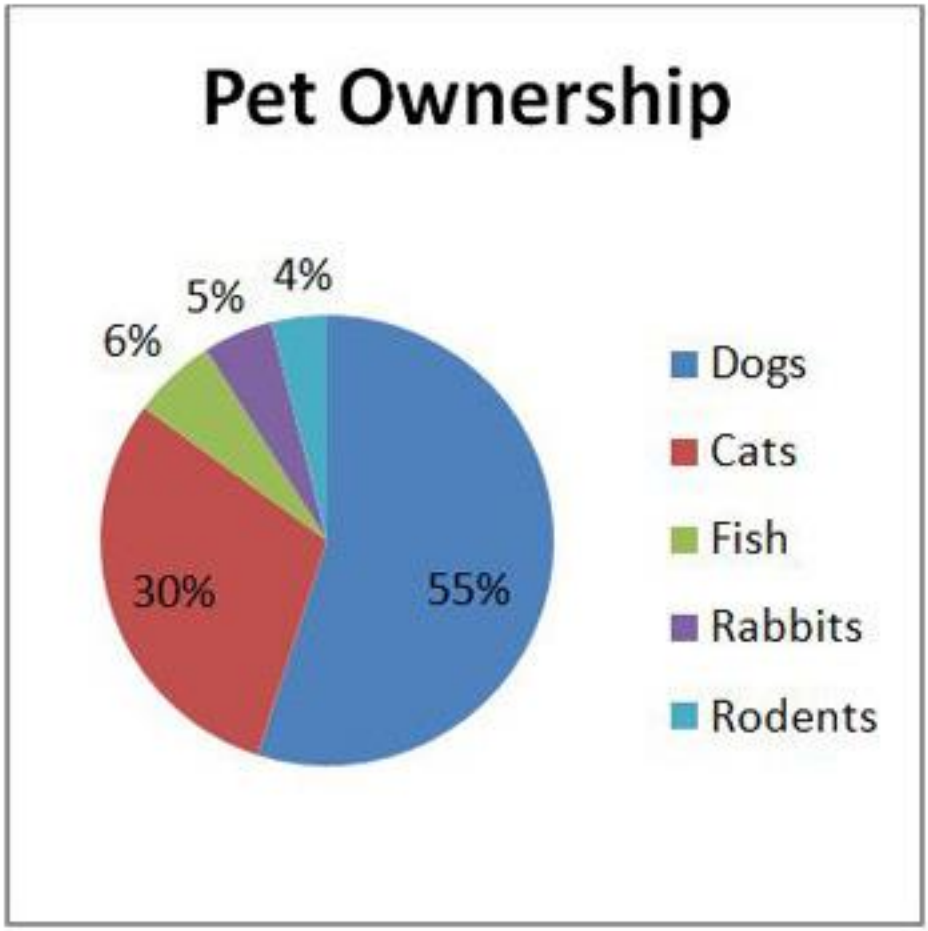


Image: https://study.com/academy/lesson/what-is-a-pie-chart-definition-examples-quiz.html

Activity 1 Let's accurately read labels, titles and legends in a pie chart.

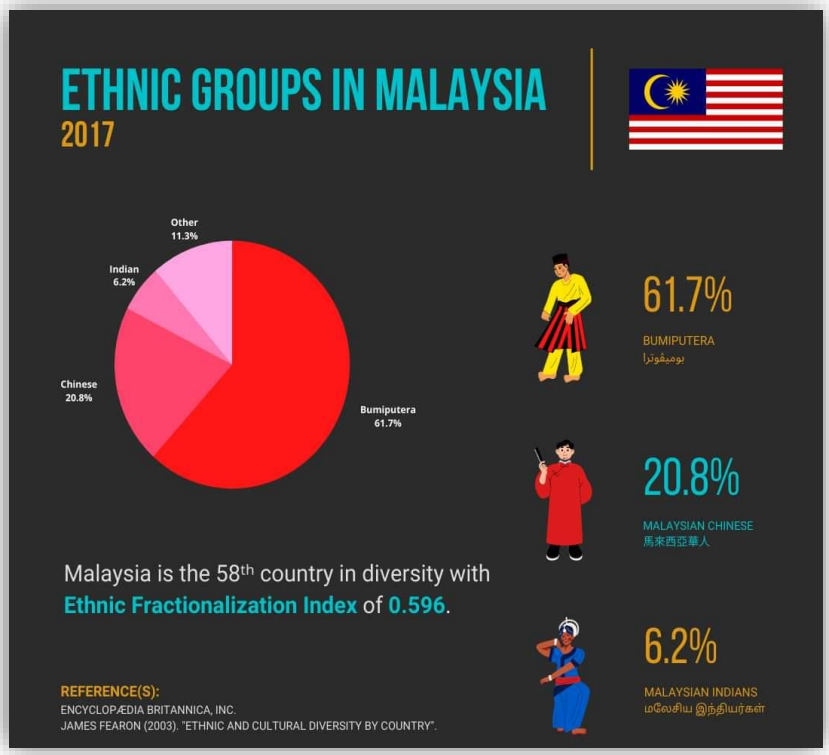


Image: https://www.facebook.com/worldglobalforum

Activity 2 Let's accurately grasp the labels, titles and legends in the pie chart.

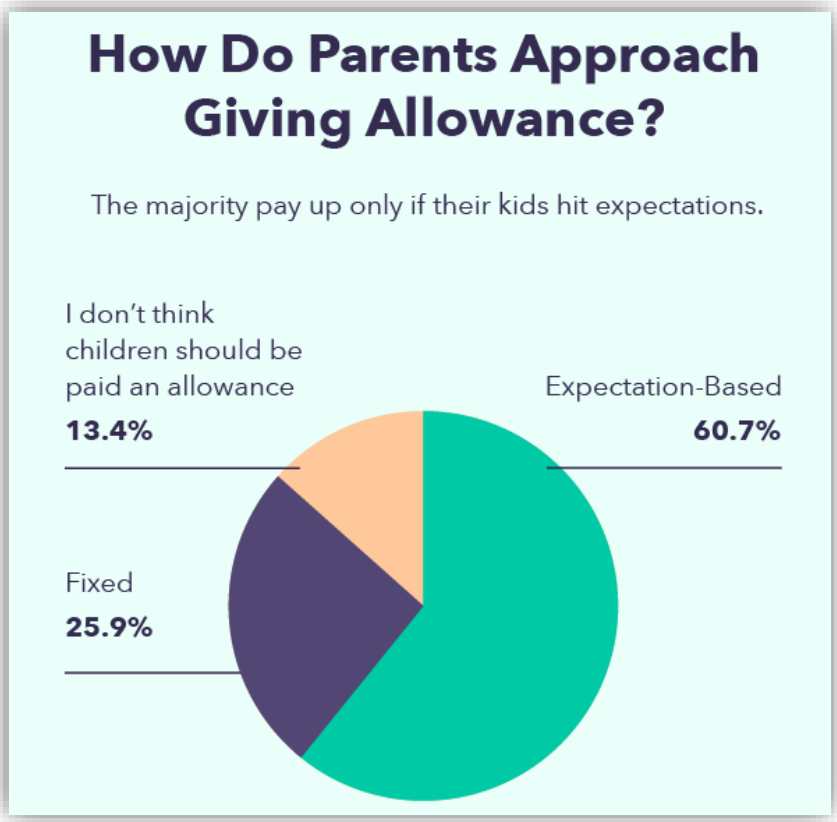
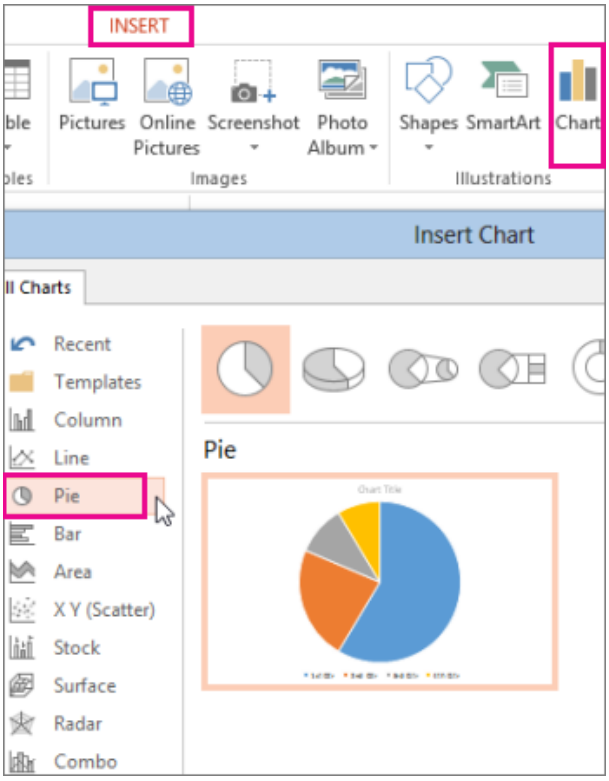
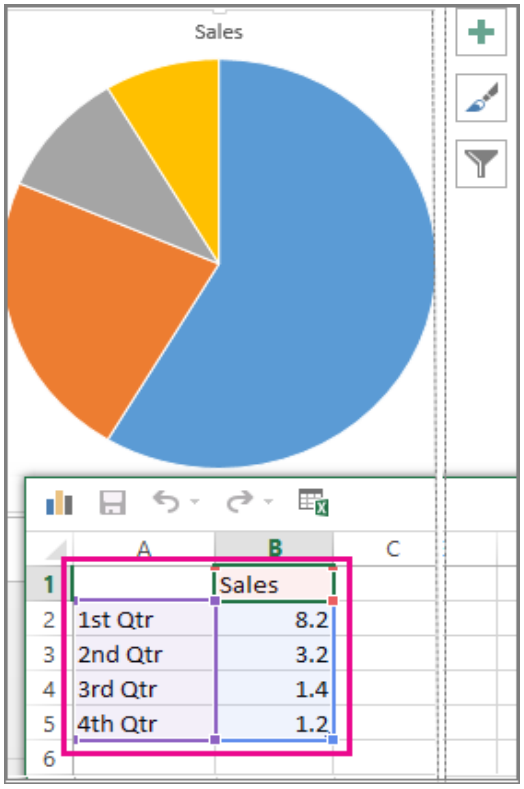


Image: https://mint.intuit.com/blog/family/allowance-for-kids/

Are you ready to make a pie chart yourself using the prepared data in suitable graphic forms using PowerPoint with Teacher Susan Teng



1. There are many programs in Microsoft 365: Excel, PowerPoint or Word. Here is an example of using **PowerPoint** for your presentation.
2. First, pick **PowerPoint.**
3. Click **Insert** > **Chart** > **Pie.**
4. Then, pick the pie chart you want to add to your slide.



6. In the spreadsheet that appears, replace the placeholder data with your own information.
7. When you've finished, close the spreadsheet.

6. Click the chart and then click the icons next to the chart to add finishing touches:
   i. To show, hide, or format things like axis titles or data labels, Click **Chart Elements**

   ii. To quickly change the colour or style of the chart, use the **Chart Styles** 

   iii. To show or hide data in your chart click **Chart Filters** 

7. To make parts of a pie chart stand out without changing the underlying data, you can pull out an individual slice, pull the whole pie apart, or enlarge or stack whole sections by using a pie or bar of pie chart.

8. To emphasize an individual slice of a pie chart, you can move it back from the rest of the pie chart by doing the following:

Source: https://support.microsoft.com/en-us/office/add-a-pie-chart-1a5f08ae-ba40-46f2-9ed0-ff84873b7863

Activity 3 Based on the prepared data below, display a suitable pie chart using PowerPoint. Include labels, titles and legends accurately.

In an Animal Safari, there are 1500 creatures as per the following table given below:

Beast Animals	Other Land Animals	Birds	Water Animals	Reptiles
275	500	325	250	150

Activity 4 Look for a suitable text (raw data) from various sources of information. Create a Dummy Table and transfer the information and data from the text that you have selected in it.

Activity 5 Based on the Dummy Table prepared, display a suitable pie chart using PowerPoint. Include labels, titles and legends accurately.

How to describe a pie chart

The three main aspects you need to consider are:

1.Effectively Understand - Look at the data for a few minutes, then determine how to divide it into manageable chunks. Identify what are the biggest and smallest sections of your pie chart.

2.Effectively Group and Present - Summarize the data by grouping and presenting the most important features. Make comparisons where necessary. Be selective about what you want your audience to know and remember that not everything has to be described.

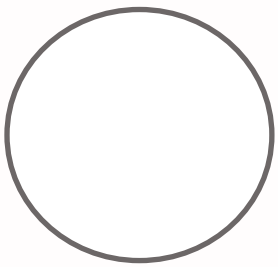
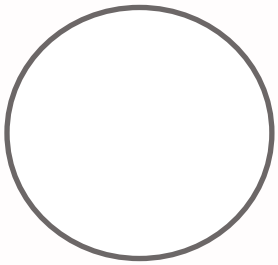
3.Effectively Describe - Organise the results and analysis. Discuss the distribution patterns effectively. Avoid listing information. Appropriate expressions can be written using a variety of vocabulary.

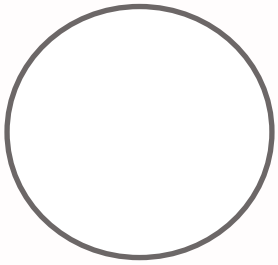
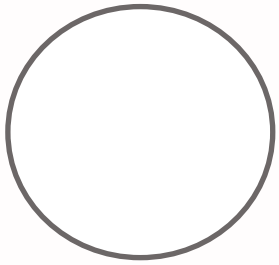
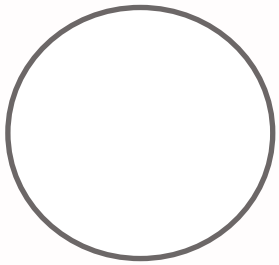
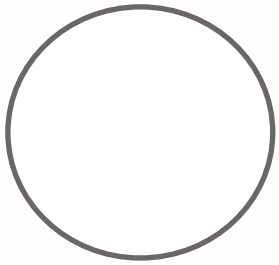
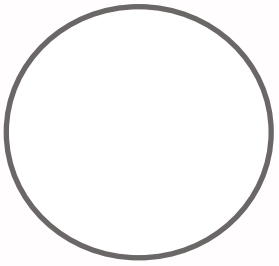
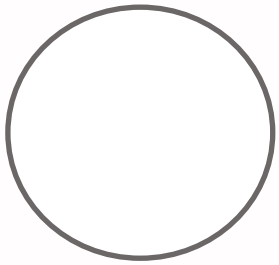
This means that when you **work** on a pie chart, you **must** interpret it correctly and then report **it** in precise English that the audience **can easily understand** during the presentation.

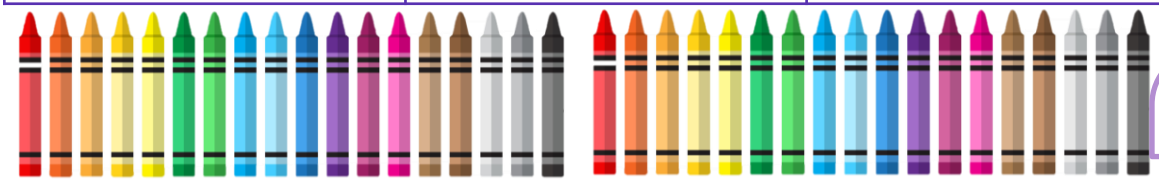
Percentage or Fractional Analysis Method

Did you know that pie chart data is usually presented as a percentage but can also be reported as a fraction? Yes, pie charts show proportions that can be measured as percentages or fractions.

Activity 6 **Try writing as a percentage and shading the circles below based on the common fraction expressions used to describe pie charts.**

Fractions	Circles	Percentages (%)
A tenth, one-tenth		
A fifth, one-fifth		

Fractions	Circles	Percentages (%)
A quarter, one-quarter, one-fourth, a fourth		
A third, one third		
A half		
Two-third		
Three-quarter, three fourth		
Majority		



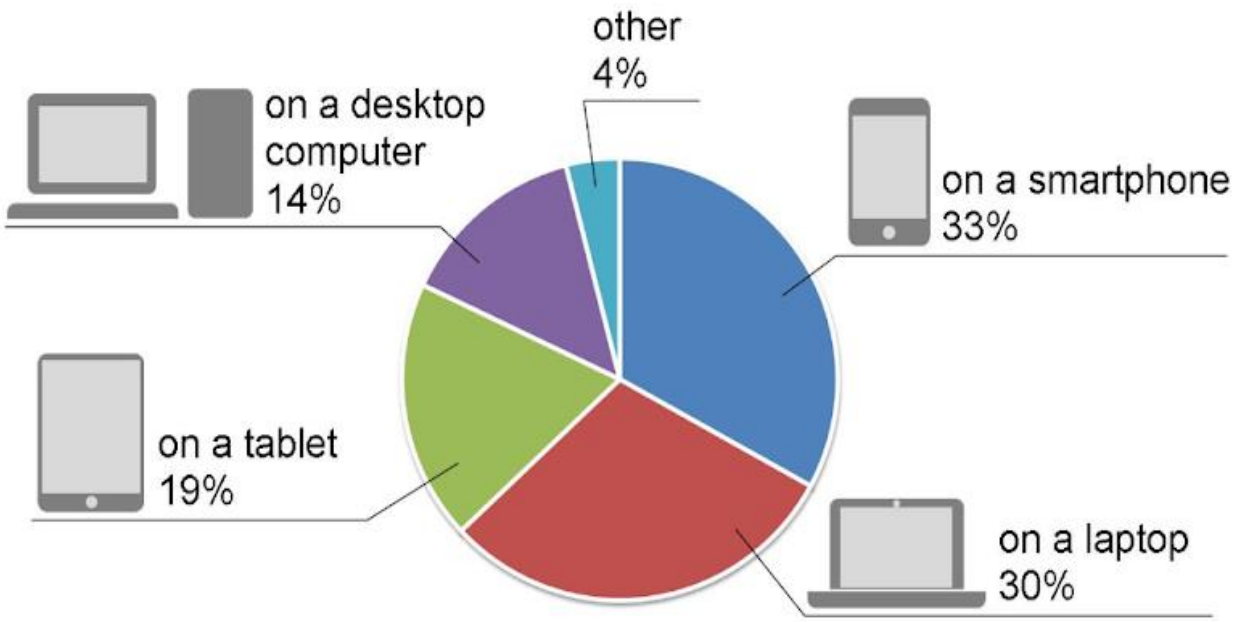
Fractional Analysis Method

If you are using the fractional analysis method, there are some useful words to help you present effectively during your presentation. They are as follows:

Adverbs	Explanations
More than/Over	Used for percentages with values more than the suggested percentages
Slightly more than/ Slightly over	Used for percentages with values slightly more than the suggested percentages
Exactly	Used for suggested percentages
Nearly/Almost/Close to	Used for percentages with values slightly lower than the suggested percentages
Less than/Below	Used for percentages with values lower than the suggested percentages

Now let's try to apply the helping words above to describe the pie chart below.

Figure 1: How Internet Users Aged 16+ Prefer to Access the Internet at Home and in Other Places



Fractional Analysis Method	Percentage Analysis Method
The **majority** of participants prefer to use smartphones and laptops.	The biggest sectors recorded for participants to go online are smartphones and laptops, with a total of sixty-three per cent.
Nearly a third of participants prefer to go online with a smartphone.	Thirty-three per cent of participants prefer to go online with a smartphone.
Almost a fifth of participants prefer to go online on a tablet.	Nineteenth per cent of participants prefer to go online on a tablet.
Less than one-tenth of participants use other devices to access the internet.	Only a minority of four per cent of the participants use other devices to access the internet.
Over a quarter of participants chose a laptop to access the internet.	Thirty per cent of the participants chose a laptop to access the internet.

Activity 7 **It's your turn to clarify and describe the distribution patterns in the pie chart below using varied vocabulary.**

Figure 2: How the illiteracy rates vary between different age groups and gender

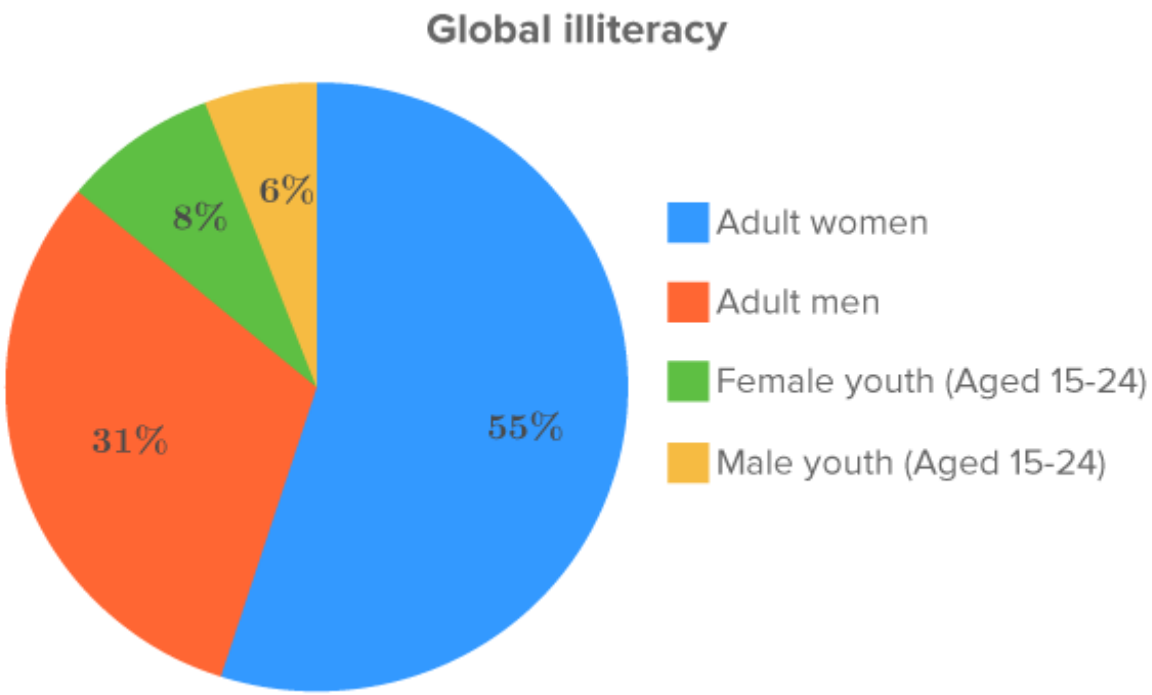


Image: https://flexbooks.ck12.org/cbook/ck-12-cbse-maths-class-8/section/14.4/primary/lesson/pie-charts/

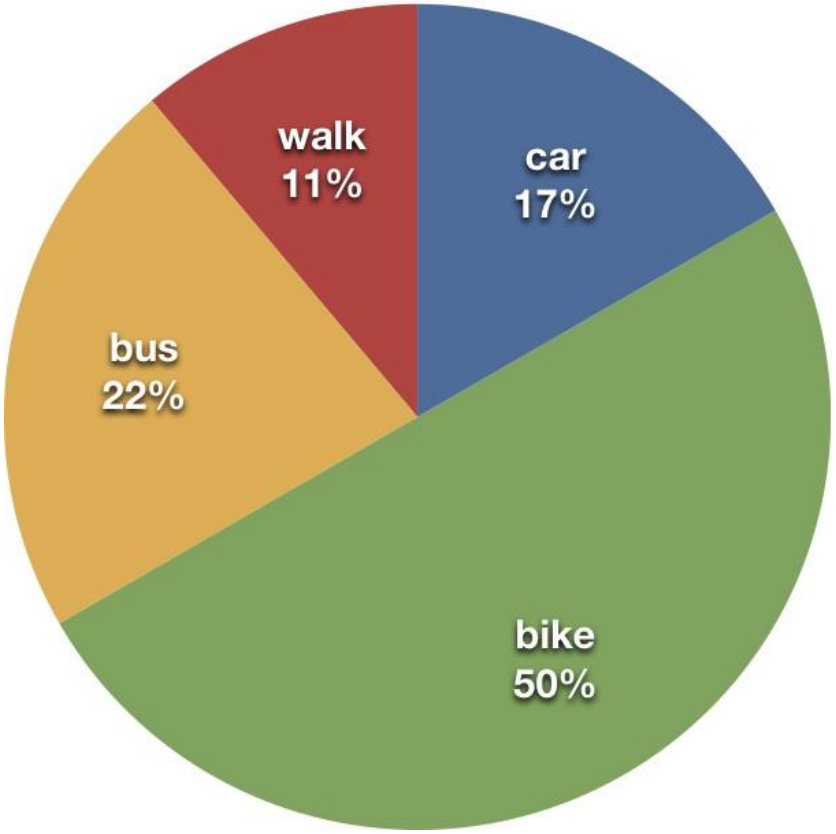
Key Takeaway...

- Construct the sectors in a clockwise direction in descending order.
- If you're using a pencil, paper, and a protractor to measure angles to make a perfect pie chart, you'll need to convert percentages to degrees using the following formula:

$$\frac{\text{Percentage}}{100} * 360 = \text{—}$$

Reflection Questions

1. Do pie charts become more or less effective with too much data?
2. What does draw in descending order mean?
3. Is the pie chart below written in the ideal order? Why or why not?



CHAPTER 5 BAR GRAPH

At the end of Chapter 5
with Teacher Teng,
you should be able to describe
the information in a bar graph
analytically, using appropriate
and varied vocabulary.

What is a bar graph ?

- A bar chart is an image consisting of bars of different heights.
- Each bar represents a different category.
- The height of each bar can tell us how often something happens or show us the number of items in each group.
- Taller bars represent larger values; shorter bars represent smaller values.

Situation:
Imagine you survey the adults and children who visit the museum from January to April.

Table: Museum Visits							
January		**February**		**March**		**April**	
Adults	Children	Adults	Children	Adults	Children	Adults	Children
500	600	650	500	300	750	600	300

You can show the data above by this Bar Graph:

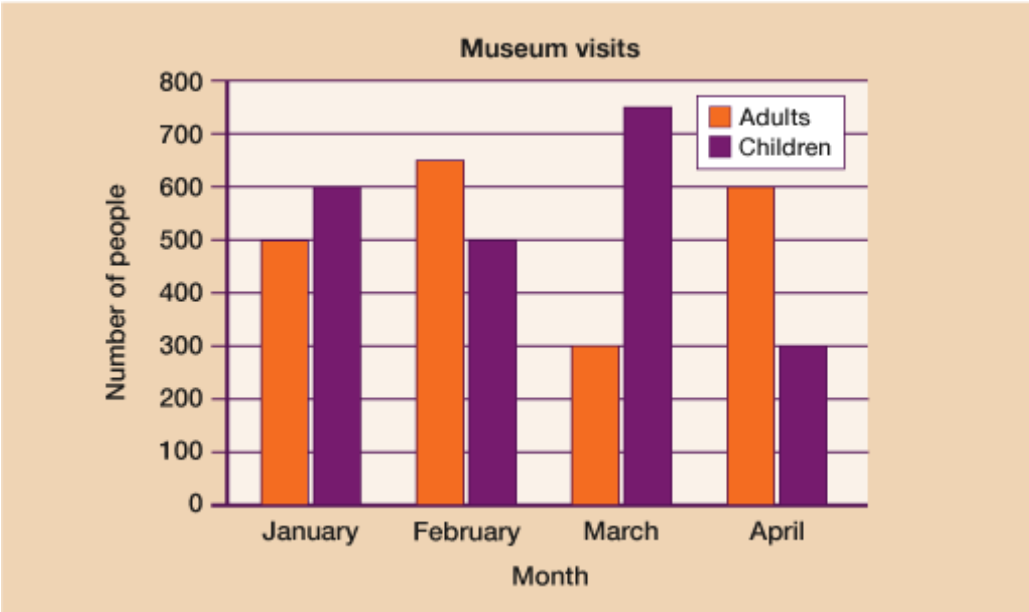


Image: http://www.amathsdictionaryforkids.com/qr/p/pieGraph.html

What are the parts of a bar graph ?

- **Title -** tells what the bar graph is about,
- **Vertical Axis Title -** All bar graphs needs a title along this axis to describe what the information along this axis relates to
- **Horizontal Axis Title -** All bar graphs needs a title along this axis to describe what the information along this axis relates to
- **Numbered scale -** Numbers to show how many. The axis must be numbered with a sensible scale depending on what is appropriate for the data
- **Bar labels -** Labels of categories clearly summarize what each bar stands for
- **Bars -** Displays the data collected graphically in bars that are all in the same width
- **Legend/Key -** indicates what each bar refers to
- **Source of information -** Provides the origin of the data

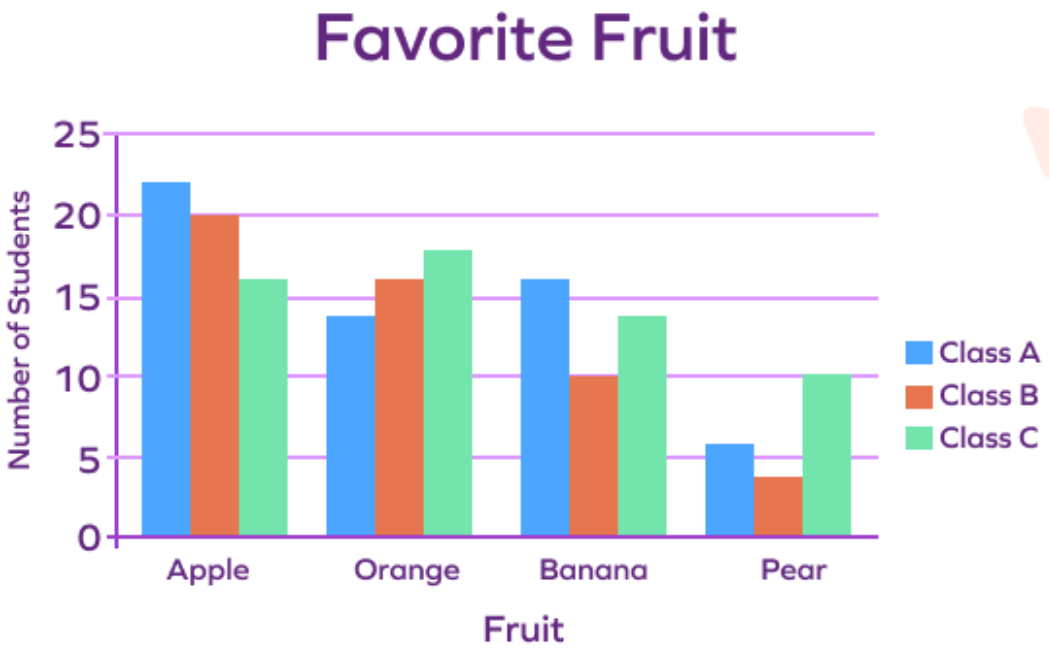


Image: https://www.splashlearn.com/

The types of bar charts are as follows:

- Vertical bar chart
- Horizontal bar chart

Even though the graph can be plotted horizontally or vertically, the most common type of bar graph used is the vertical bar graph.

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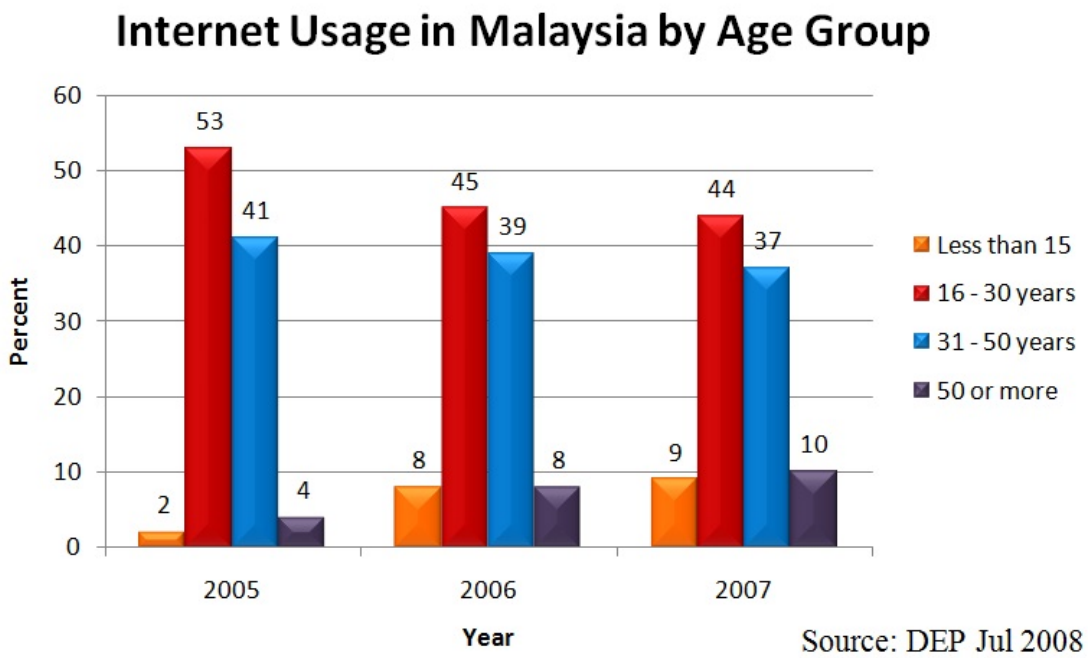
Activity 1 **Now, let's accurately read labels, titles and legends in a bar graph.**



Source: https://englishnomoreworries.wordpress.com/

Activity 2 **Let's accurately grasp the labels, titles and legends in the bar graph.**

Figure 2: Home Activities Among Young Children

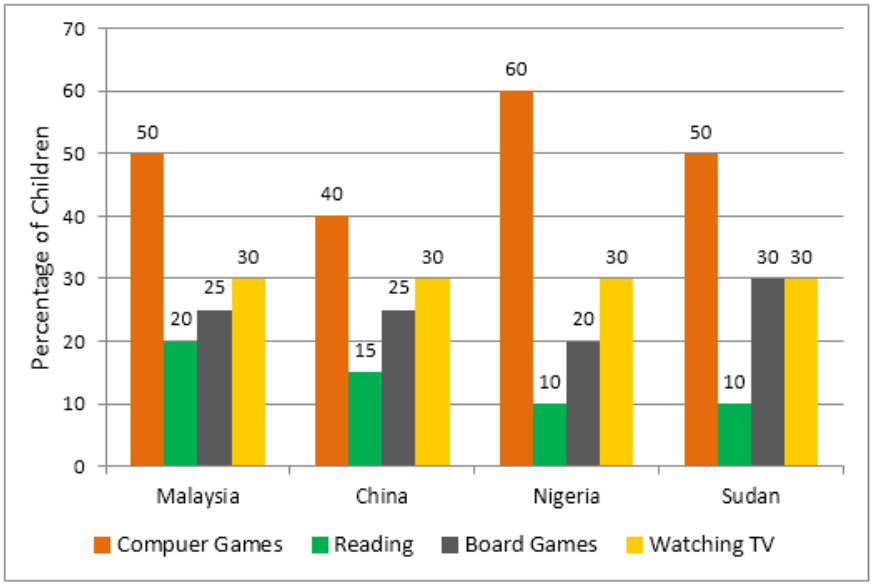
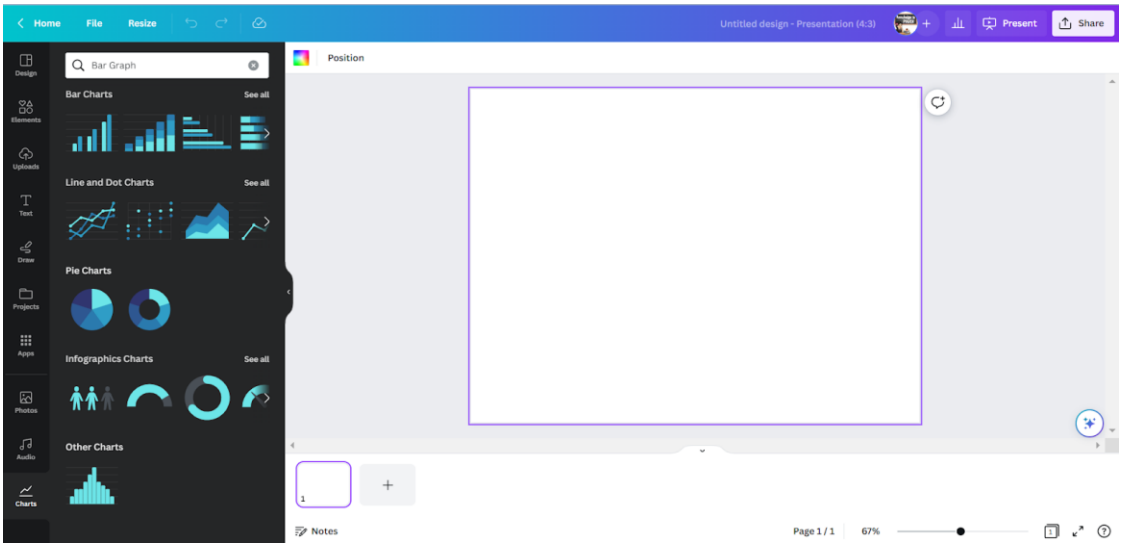


Image: https://ieltspracticeonline.com/

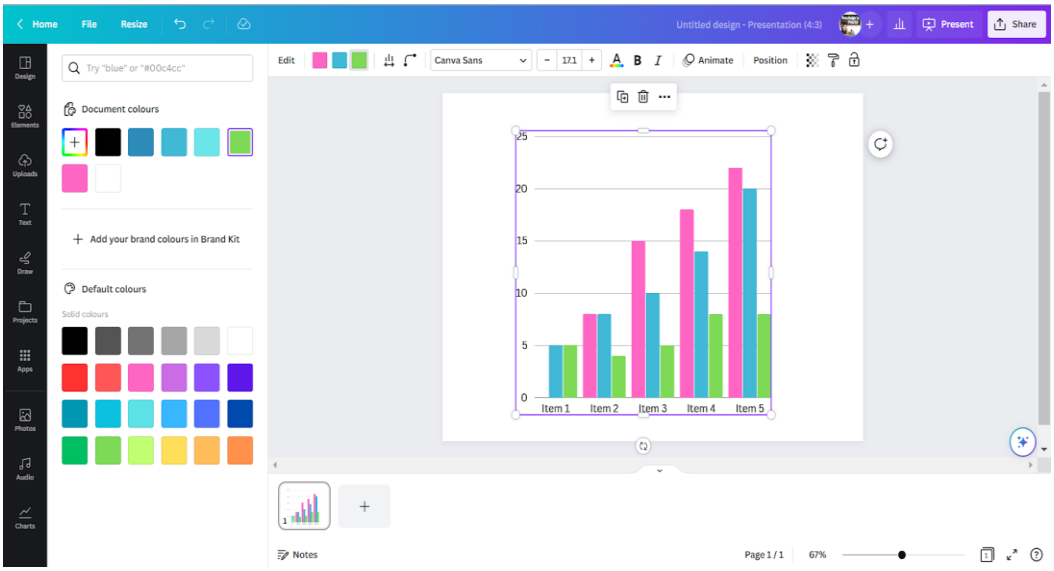
Are you ready to make a bar graph yourself using the prepared data in suitable graphic forms using Canva with Teacher Susan Teng ?

1. Launch **Canva** - Open Canva and search for **"Bar Graph"** to start your design project.



2. Select a bar graph template - Check out for ready-made bar graphs formats and customize to your project.

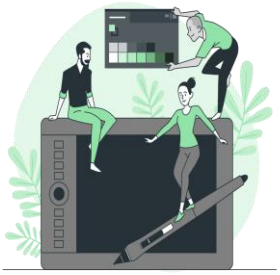
3. Look through the diverse themes, styles, and colours. You'll be able to begin with a blank template too.

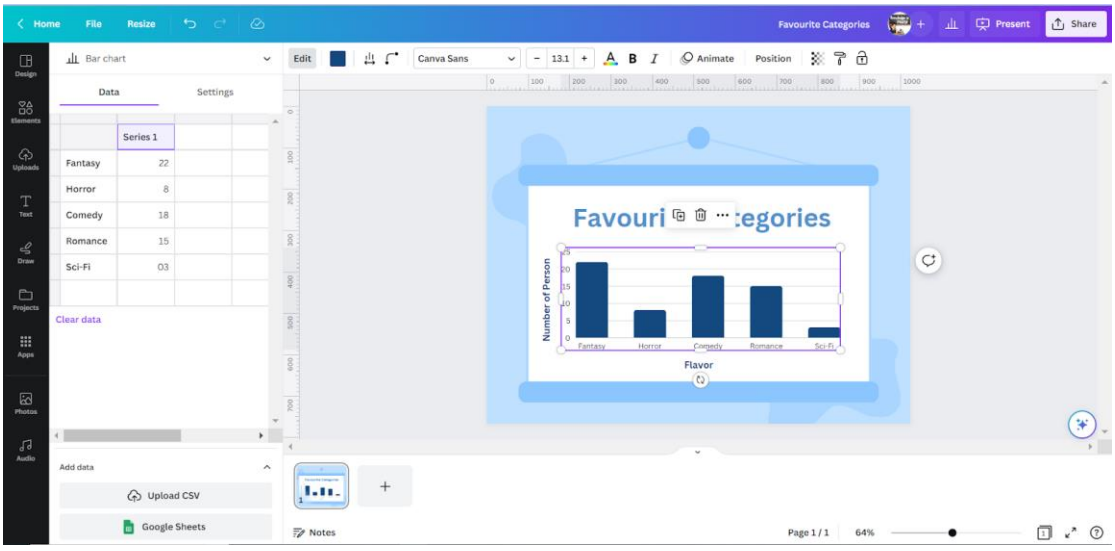


4. Apply your data - Choose the bar graph in your template to update the data or choose **Elements** > **Charts** in the library to build a new one.

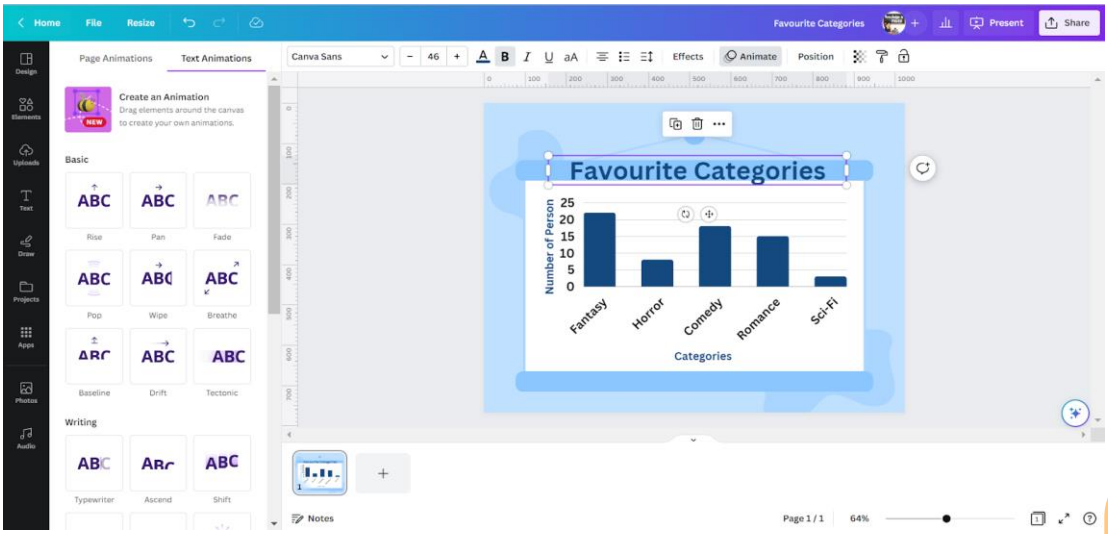
5. Manually enter data into each row and column, upload a CSV file, or link your Google Sheet work.

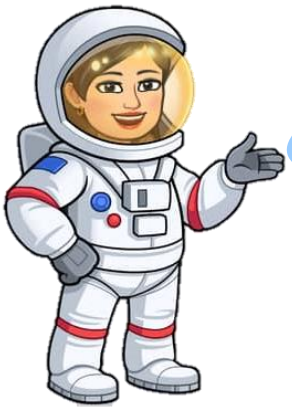
6. After that, make any necessary adjustments to the plot series, grids, labels, and legend.





7. Adapt your bar graph to your preferences by formatting it with special font styles, colours, and sizes. Add design components from the vast media collection, such pictures, icons, illustrations, and vectors. Then, you may make your bar graph, other layout components, or the entire website animated.





8. Download and share your finished product in high-resolution file formats, such as PNG, JPG, GIF, PDF, or MP4 video.

9. You may add it to your Canva Docs, presentations, infographics, or posters that you can publish with Canva Print, as well as share it online via email or social media.

Source: https://www.canva.com/graphs/bar-graphs/

Activity 3 **Represent the data below with a bar graph using Canva. Include labels, titles and legends accurately.**

The following table gives the number of different flowers kept in a bouquet.

Flower Types	Roses	Marygolds	Orchids	Sunflowers	Dahlias
Number	18	22	13	5	7

Hint: Total number of flowers = 65

Activity 4 **Look for a suitable text (raw data) from various sources of information. Create a Dummy Table and transfer the information and data from the text that you have selected in it.**

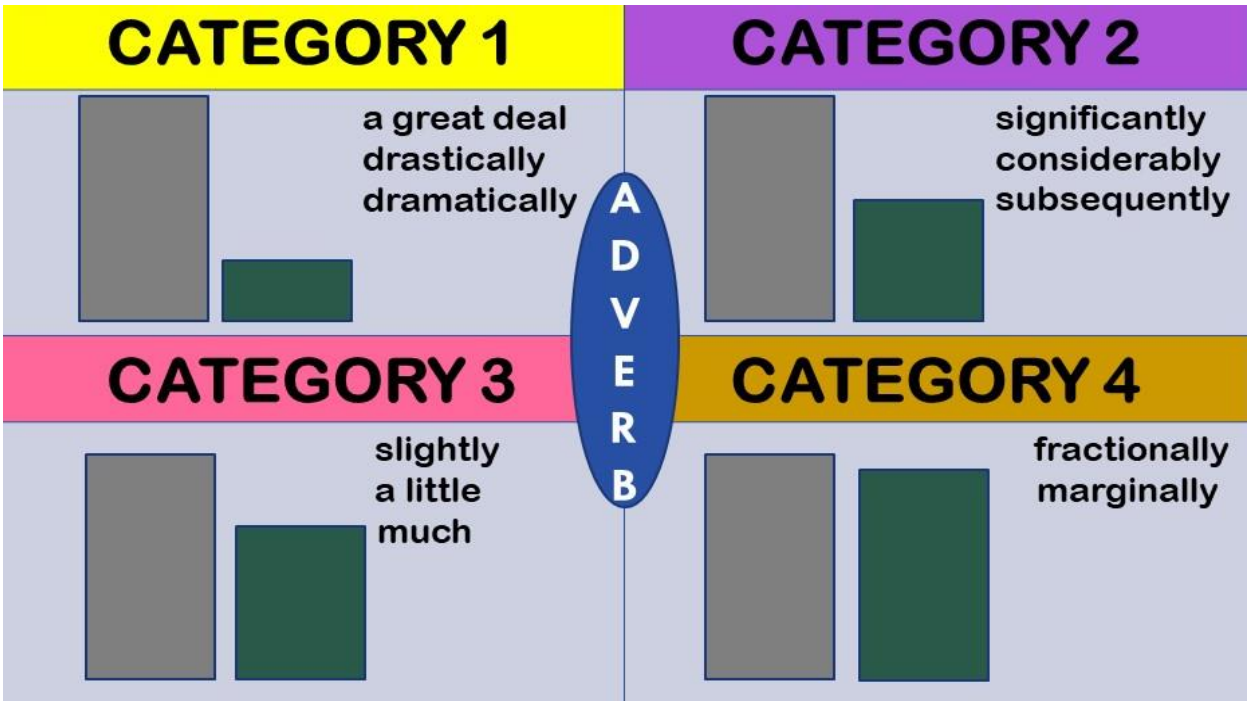
Activity 5 **Based on the Dummy Table prepared, display a suitable bar graph using Canva. Include labels, titles and legends accurately.**

How to describe a bar graph

1. The rank analysis method is suitable for basic bar graph interpretations in which the differences between heights (ranks) are assessed to evaluate the changes or differences.

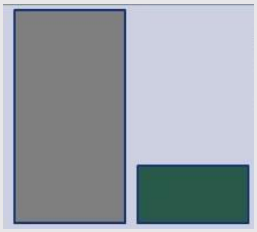
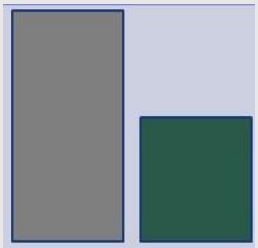
2. The four main aspects you need to consider are:
   - the highest/the most popular values
   - the lowest/the least popular values
   - the differences in the height of the bars can be described using a number of common descriptors known as adverbs:
     - ❑ higher than
     - ❑ lower than

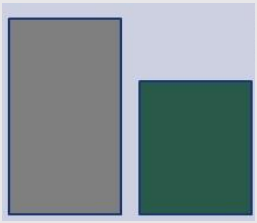
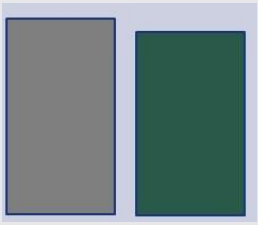
The ranks can be divided into four categories as follows:



This means that when you **work** on a bar graph, you **must** interpret it correctly and report **it** using **superlatives** and **adverbs** during the presentation.

Now let's try to apply the adverbs above to describe the bar graphs below.

Categories	Examples of usage
Category 1 **Activities at Home** 	1. The number of children who like playing at home was **a great deal/drastically/dramatically** higher than the children who wash hands with a difference of 75 people. 2. The number of children who like washing their hands at home was **a great deal/drastically/dramatically** lower than the children who wash their hands with a difference of 75 people.
Category 2 **Favourite Candy** 	1. The number of people who like caramel was **significantly/considerably/subsequently** higher than those who like butterscotch. It can be seen that there were 50 people recorded for caramel and only 23 for butterscotch. 2. The number of people who like butterscotch was **significantly/considerably/subsequently** lower than those who like caramel. It can be seen that there were only 23 people recorded for butterscotch but 50 for butterscotch.

Categories	Examples of usage
Category 3 **Days of Snow** 	1. Snowing days in January were **slightly/a little/much** higher than in February. It can be seen that 25 days were recorded for snow in January and only 15 days in February. 2. Snowing days in February were **slightly/a little/much** lower than in January. It can be seen that 15 days were recorded for snow in February and 20 days in January.
Category 4 **Investment** 	1. Investment in youth development was **fractionally/ marginally** higher than housing, with a difference of RM50,000. 2. Investment in housing was **fractionally/marginally** lower than youth development, with a difference of RM50,000.

Activity 6

It's your turn to describe the trends and distribution patterns in the bar graph below using varied vocabulary.

Figure 1: The number of people who visited different museums in London during different months in 2015.

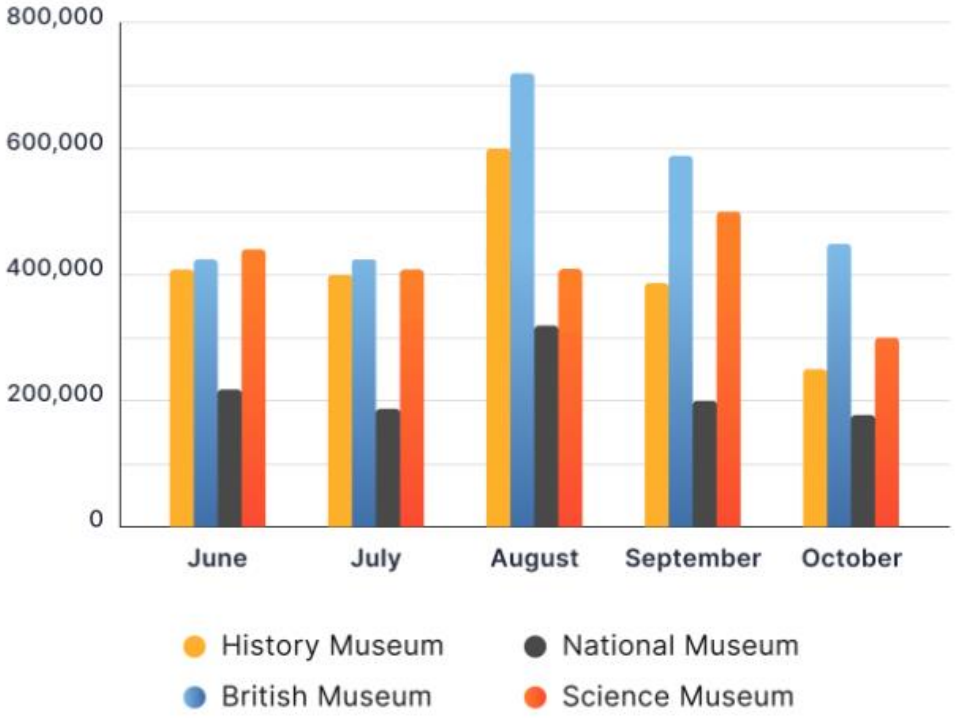


Image: https://online.ieltsquangbinh.com/bar-chart-1

Activity 7 Describe the trends and distribution patterns in the bar graph below using varied vocabulary.

Figure 2: The average number of hours worked per week

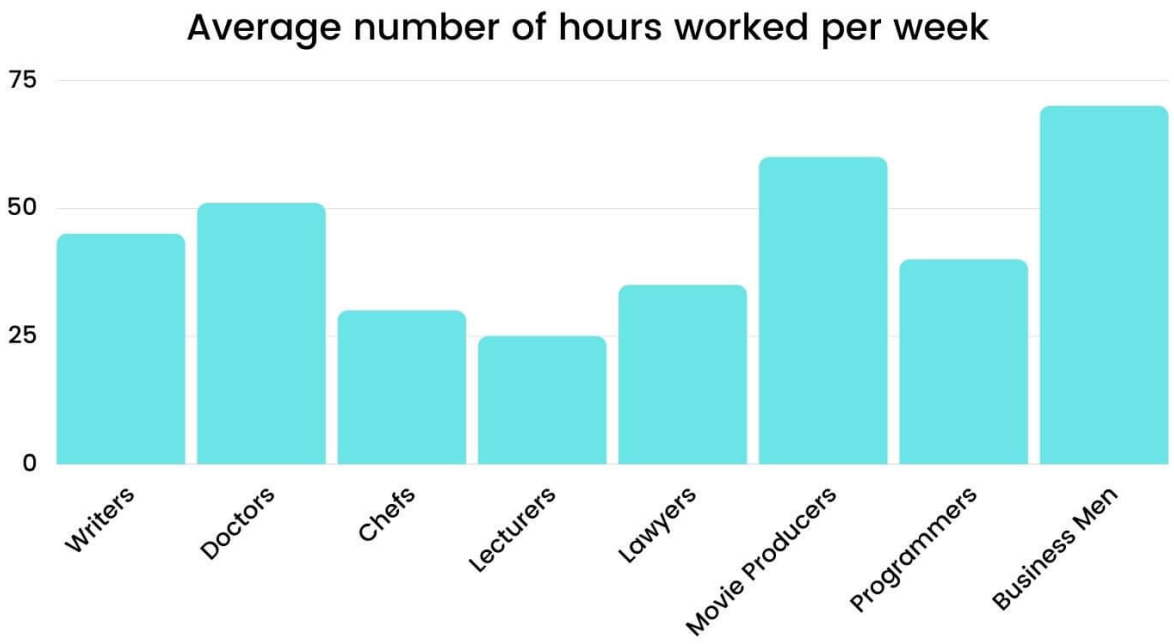


Image: https://ieltsmaterial.com/academic-ielts-writing-task-1-topic-24/

Key Takeaway...

- Put different colours or patterns to differentiate the bars.
- Scale the graph. For example, it is written as 1 unit = 20 people.
- The gap between the bars is uniform.
- The X-axis should represent numbers in appropriate scale and not in percentage. If your data is in percentages, you must convert percentages to numbers.

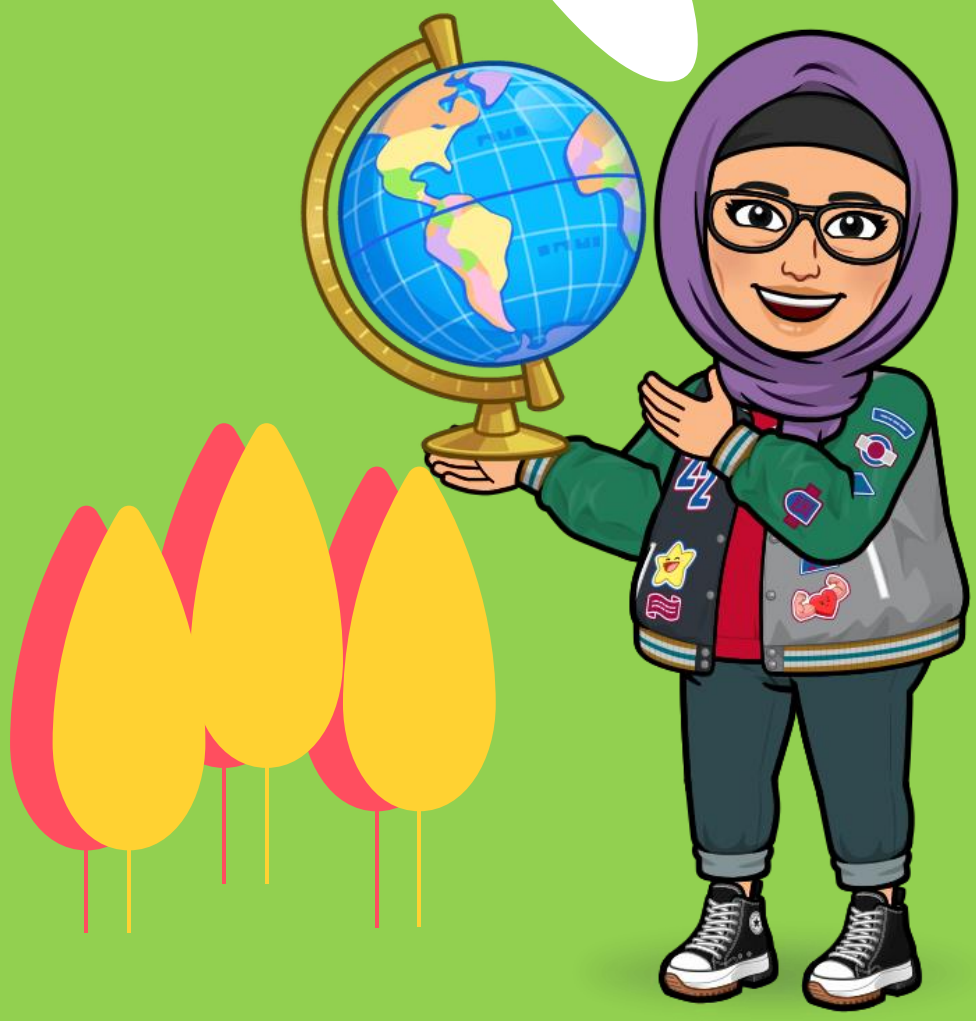
$$\frac{\text{Percentage}}{100} * \text{Total} = \text{—}$$

Reflection Questions

1. How are vertical and horizontal lines?
2. Is a bar graph the same as a histogram?
3. What are superlatives and adverbs and their examples?

CHAPTER 6 LINE GRAPH

At the end of Chapter 6
with Teacher Masnija, you should be able to describe the information in a line graph analytically using appropriate and varied vocabulary.



What is a line graph ?

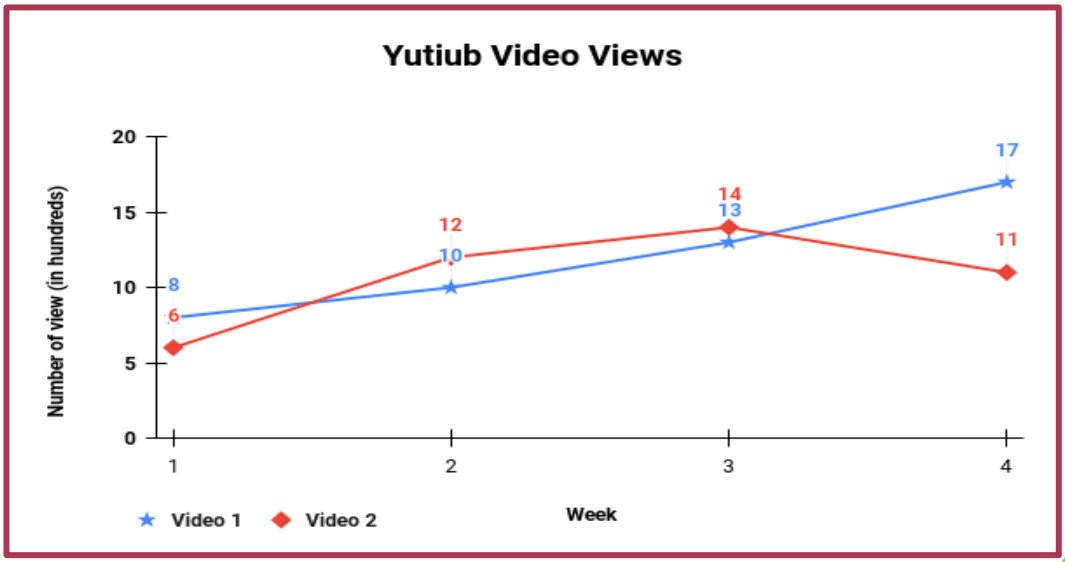
- A line graph is a chart that displays data as a series of points connected by straight lines.
- It is commonly used to show trends or changes over time.
- A straight line or multiple lines typically represented by a different colour or symbol can also be displayed on the same graph to compare different sets of data.

Situation:
Imagine you track on the number of views on your Yutiub, an online video platform, weekly.

Table: Yutiub video views

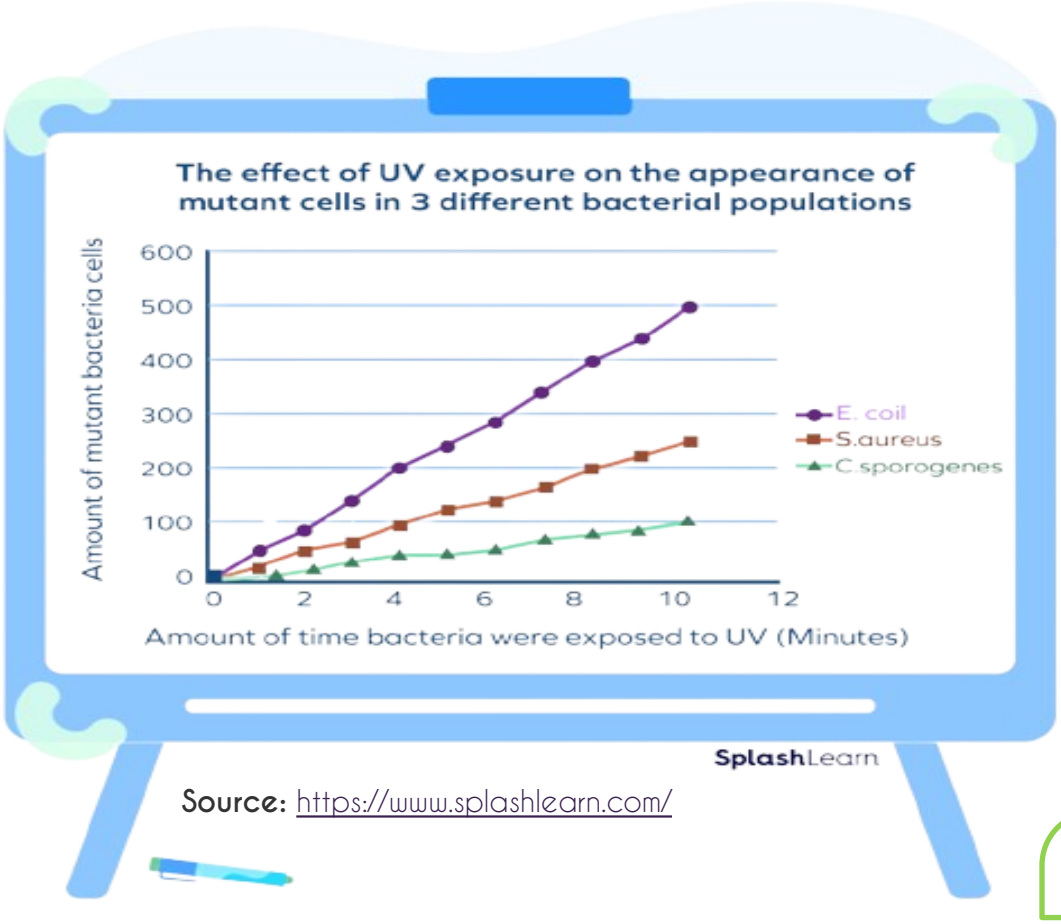
Week	Number of views (in hundreds)	
	Video 1	Video 2
1	8	6
2	10	12
3	13	14
4	17	11

The data can be represented as:



What are the parts of a line graph?

- **Title –** Tells what the line graph is about
- **Vertical Axis Title –** All line graphs need a title along this axis to describe what the information along this axis relates to
- **Horizontal Axis Title –** All bar graphs need a title along this axis to describe what the information along this axis relates to
- **Numbered scale –** Numbers to show how many. The axis must be numbered with a sensible scale depending on what is appropriate for the data
- **Data points –** Data plotted on the graph where the x and y values intersect and these points are connected by straight lines
- **Single or Multiple Lines –** Displays the data collected graphically in single or multiple lines depending on the data sets
- **Legend/Key –** indicates what each line refers to
- **Source of information –** Provides the origin of the data if it's taken elsewhere



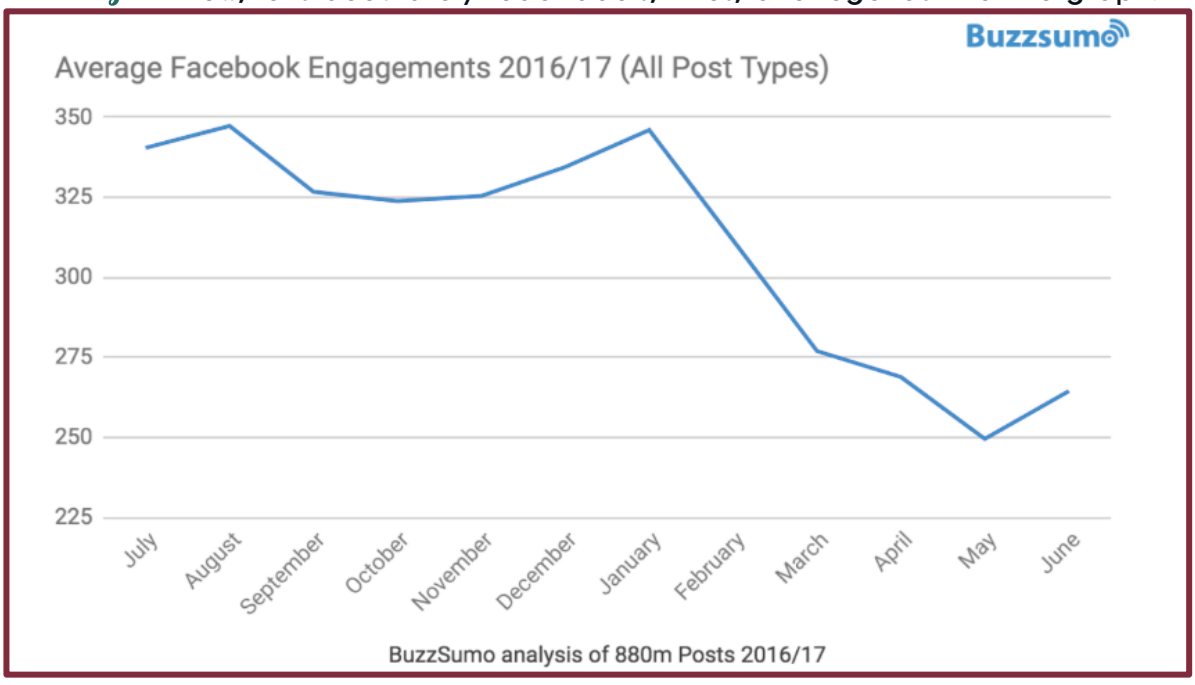
Source: https://www.splashlearn.com/

The types of line graphs are as follows:

- Simple or regular line graph
- Multiple line graph

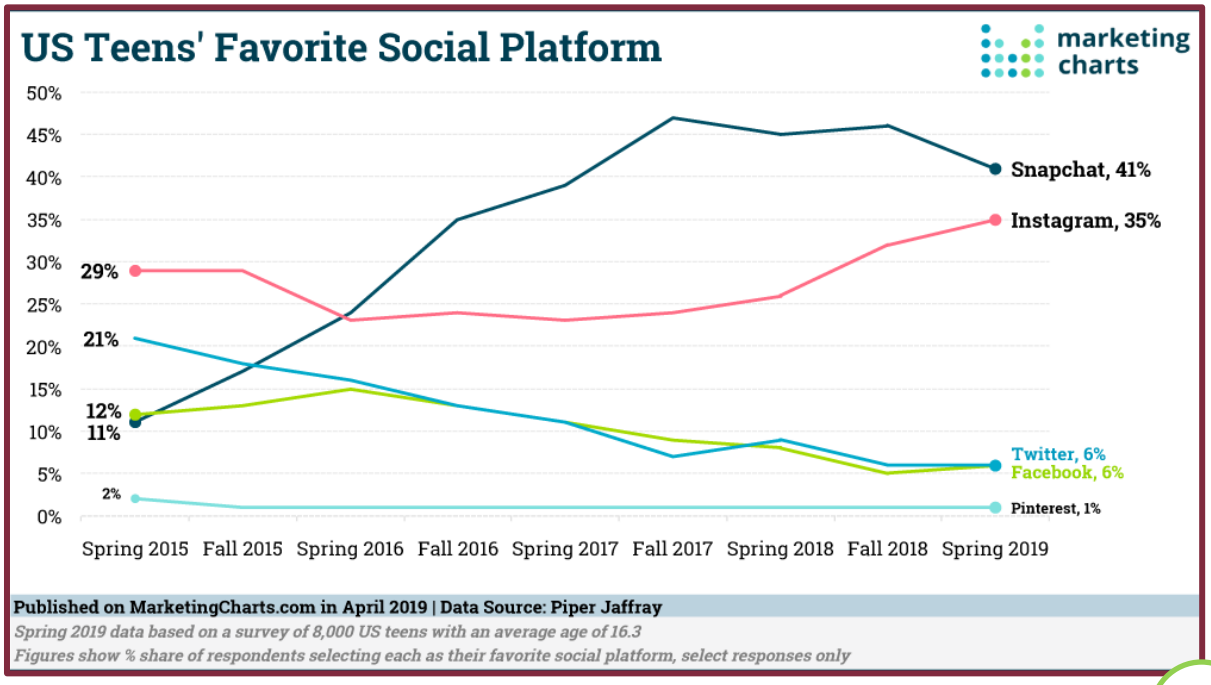
Although the graph can be plotted horizontally or vertically, the most common type of bar graph is the vertical bar graph.

Activity 1 **Now, let's accurately read labels, titles, and legends in a line graph.**

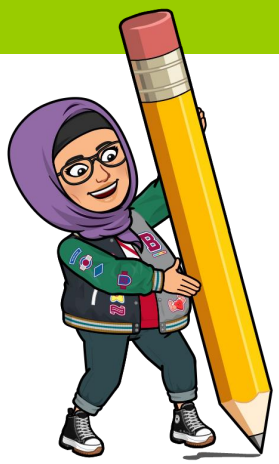


Source: https://buzzsumo.com/blog/facebook-engagement-brands-publishers-falls-20-2017/

Activity 2 **Let's accurately grasp the line graph's labels, titles, and legends.**



Source: https://www.marketingcharts.com/demographics-and-audiences/teens-and-younger-83051

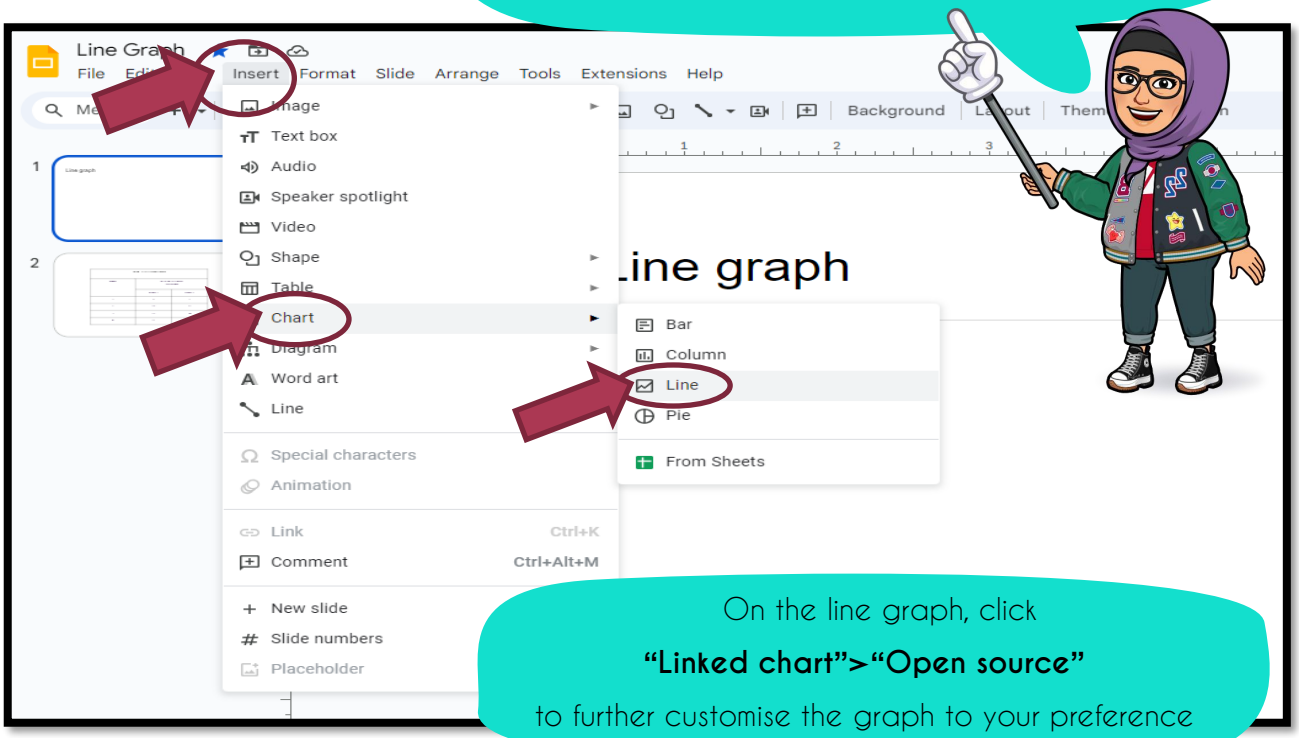


Are you ready to create a line graph using Google Slides with Teacher Masnija ?

Open **Google Slides** and **name your slide.**

Then, click

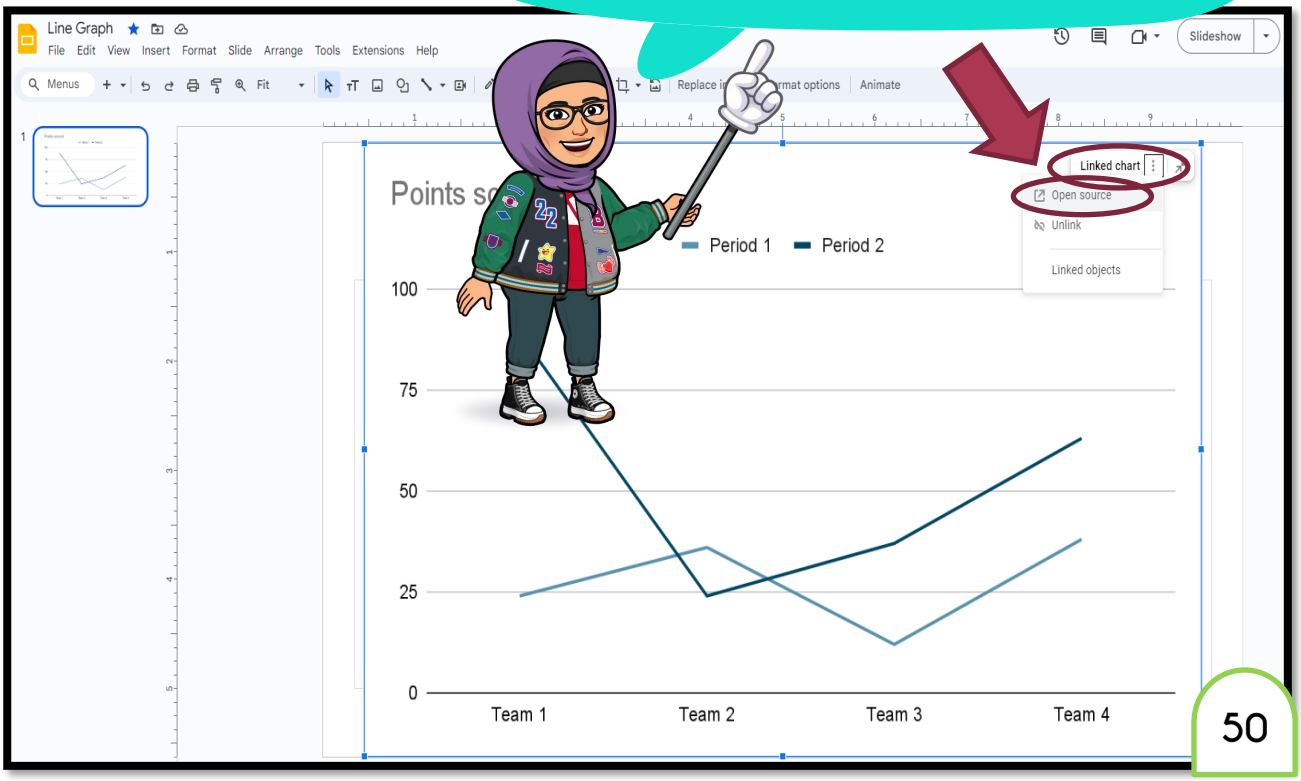
“Insert”>“Chart“>”Line” to start setting up your line graph.



On the line graph, click

“Linked chart”>“Open source”

to further customise the graph to your preference



You will be brought to **Google Sheets.**

Replace the default table with your own set of data table

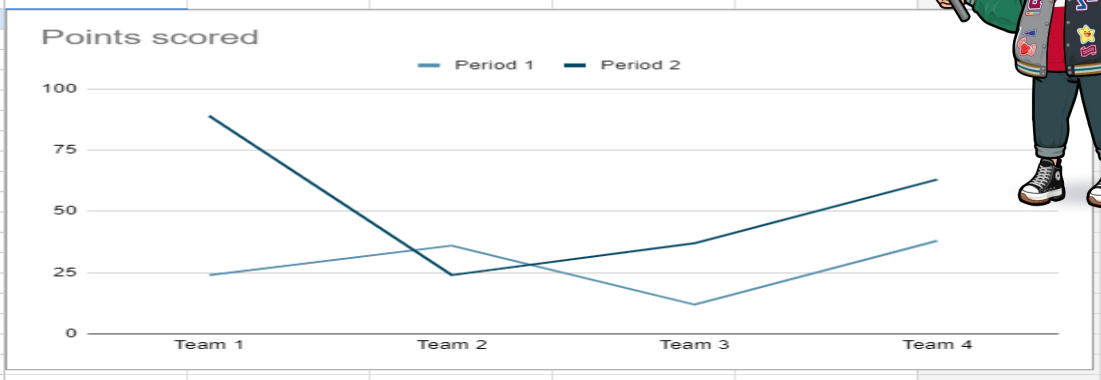
Line Graph - Line char

File Edit View Insert

Menus

A7

	A	B	C	D	E	F	G
1		Period 1	Period 2				
2	Team 1	24	89				
3	Team 2	36	24				
4	Team 3	12	37				
5	Team 4	38	63				
6							



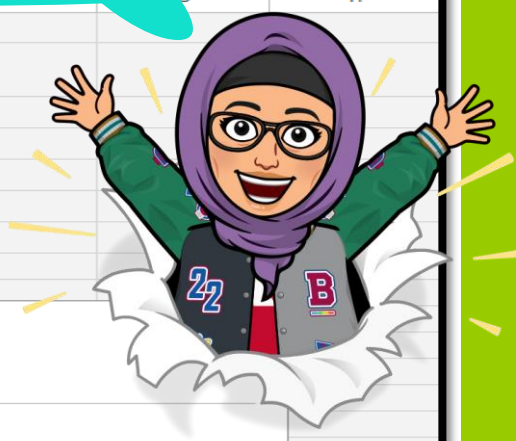
Line Graph - Line chart 1

File Edit View Insert Format Data

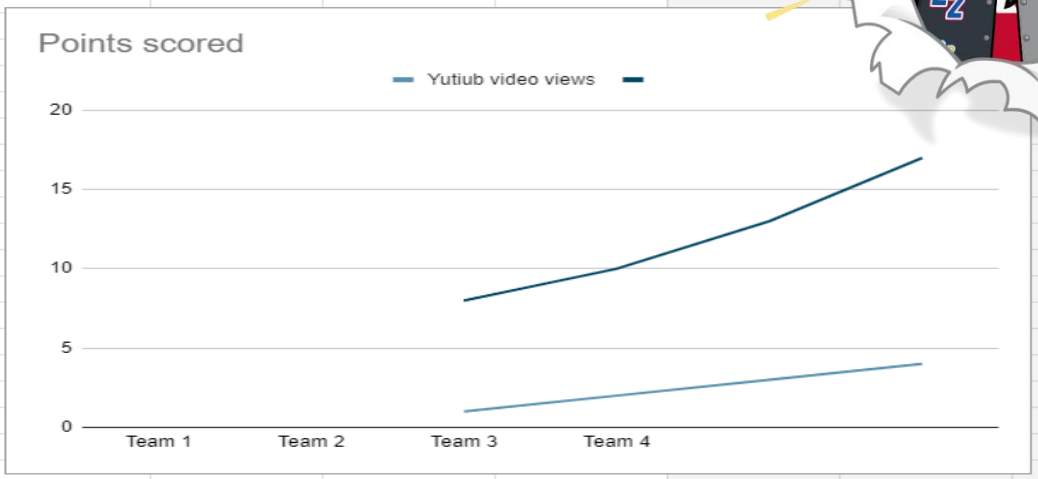
Menus

S9

Now you can start customising the line graph!

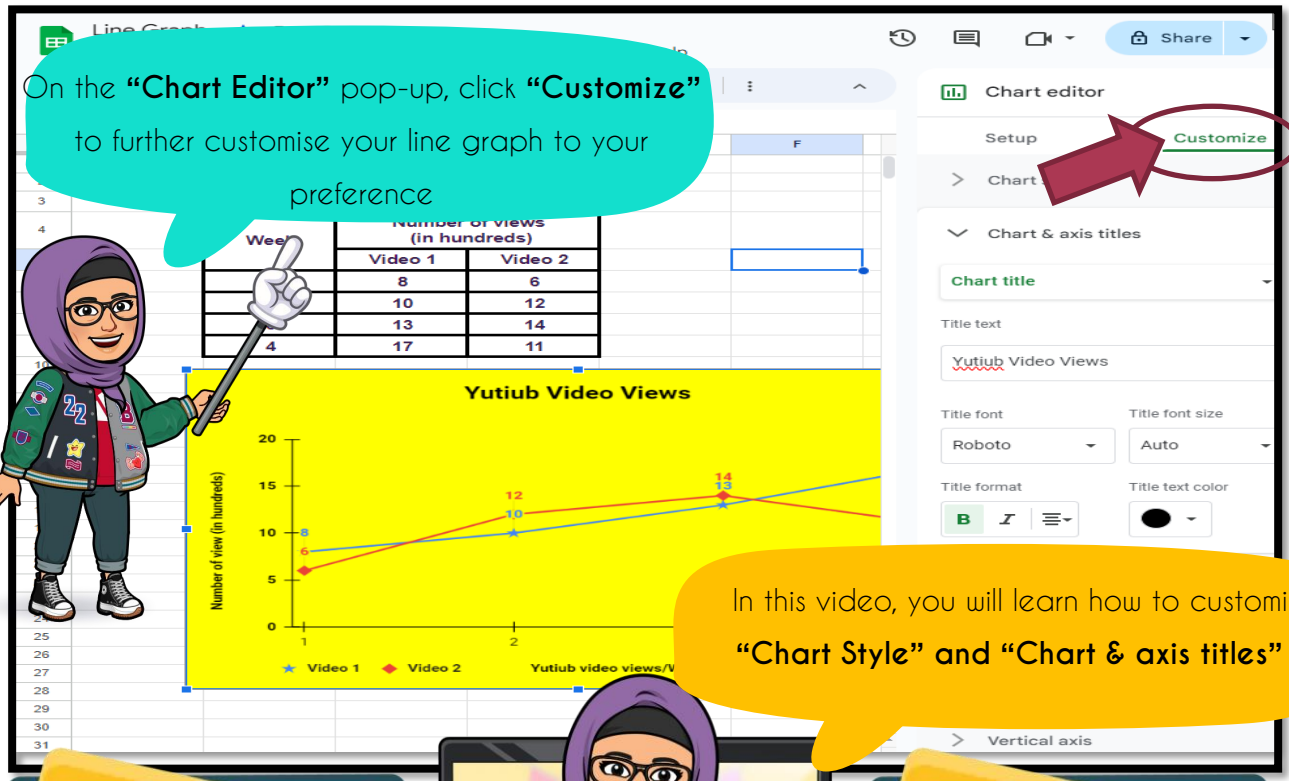


	B	C	D
1	Yutiub video views		
2		Number of views (in hundreds)	
3	Week	Video 1	Video 2
4	1	8	6
5	2	10	12
6	3	13	14
7	4	17	11



On the **"Chart Editor"** pop-up, click **"Customize"** to further customise your line graph to your preference

Week	Number of views (in hundreds)	
	Video 1	Video 2
	8	6
	10	12
	13	14
4	17	11



In this video, you will learn how to customise **"Chart Style" and "Chart & axis titles"**

WATCH NOW

WATCH NOW

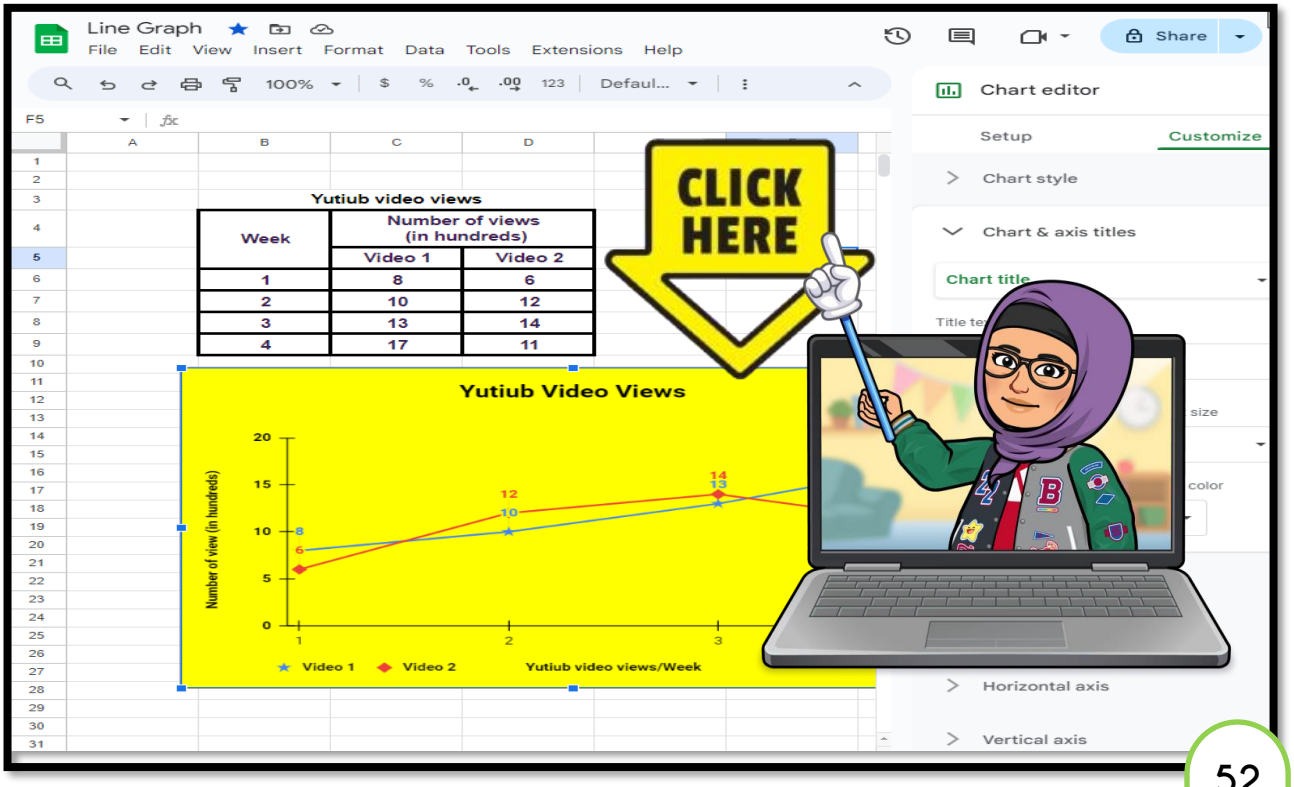
Line Graph

File Edit View Insert Format Data Tools Extensions Help

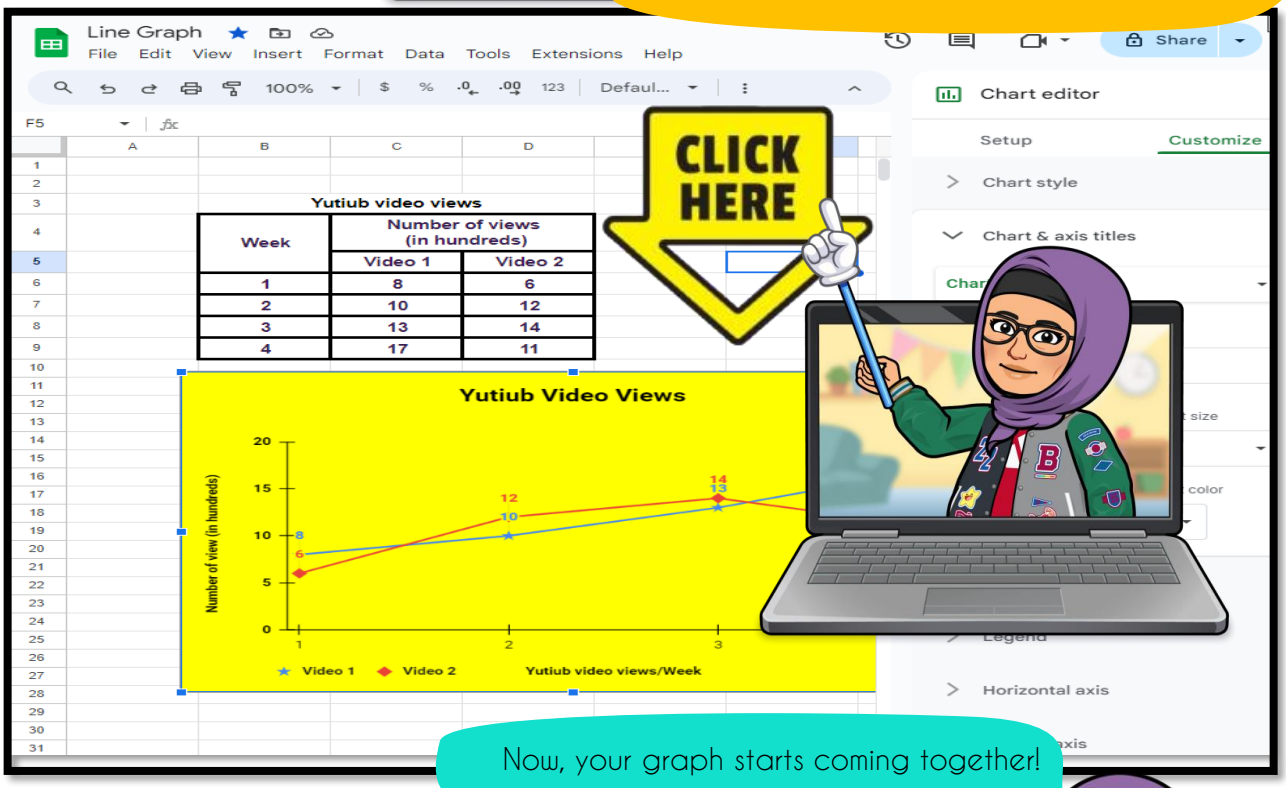
Yutiub video views

Week	Number of views (in hundreds)	
	Video 1	Video 2
1	8	6
2	10	12
3	13	14
4	17	11

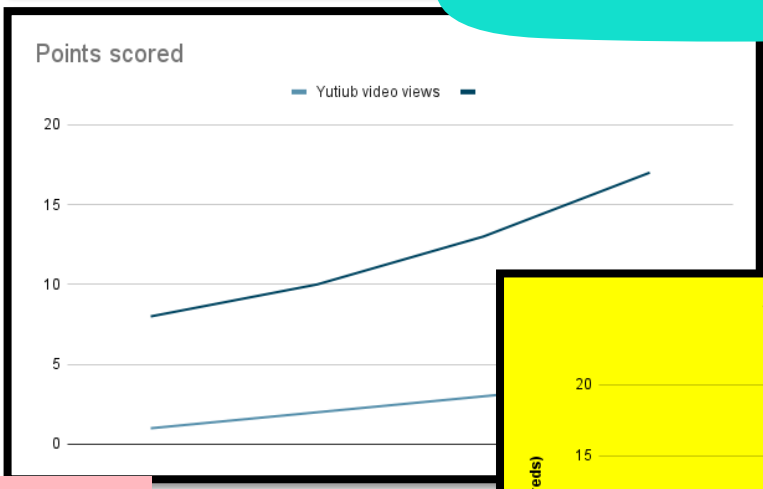
CLICK HERE



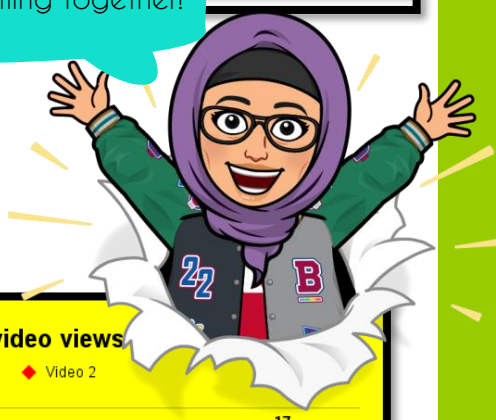
In this video, you will learn how to customise the chart's **"Series"**

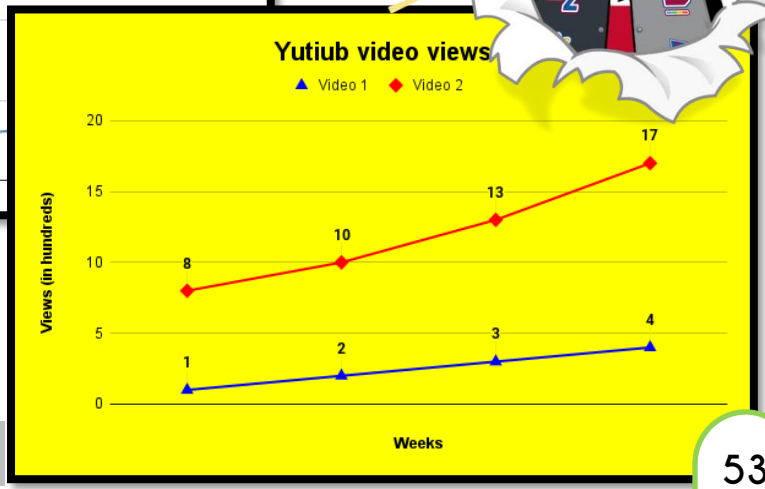


Now, your graph starts coming together!



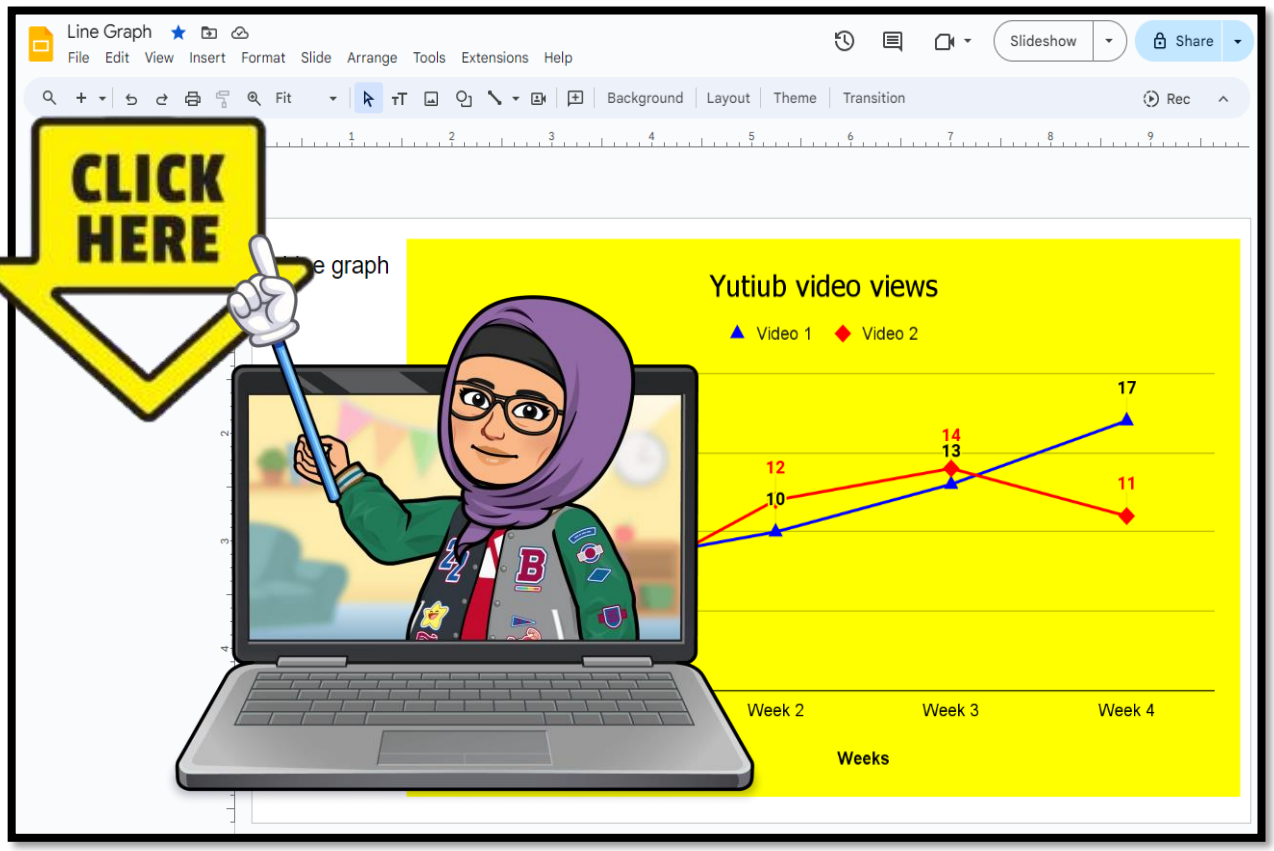
Before





After


WATCH NOW
WATCH NOW
In this video, you will learn how to publish the chart in Google Slides


Line Graph
File Edit View Insert Format Slide Arrange Tools Extensions Help
Slideshow
Share
Background Layout Theme Transition
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CLICK HERE
Yutiub video views
Video 1
Video 2
17
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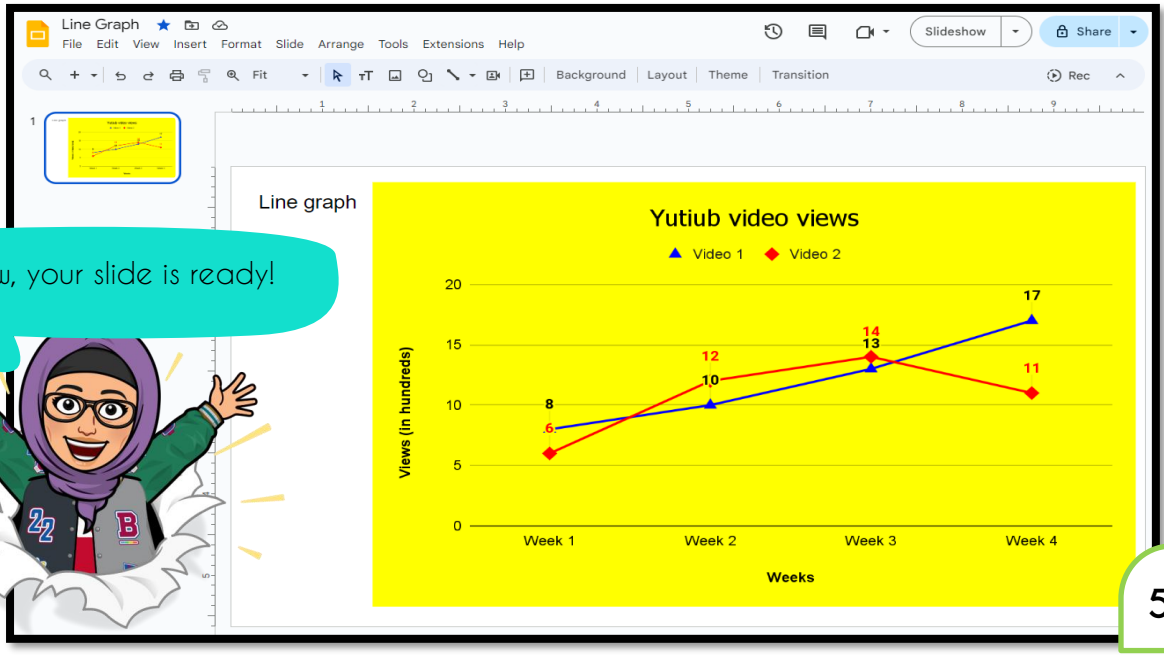
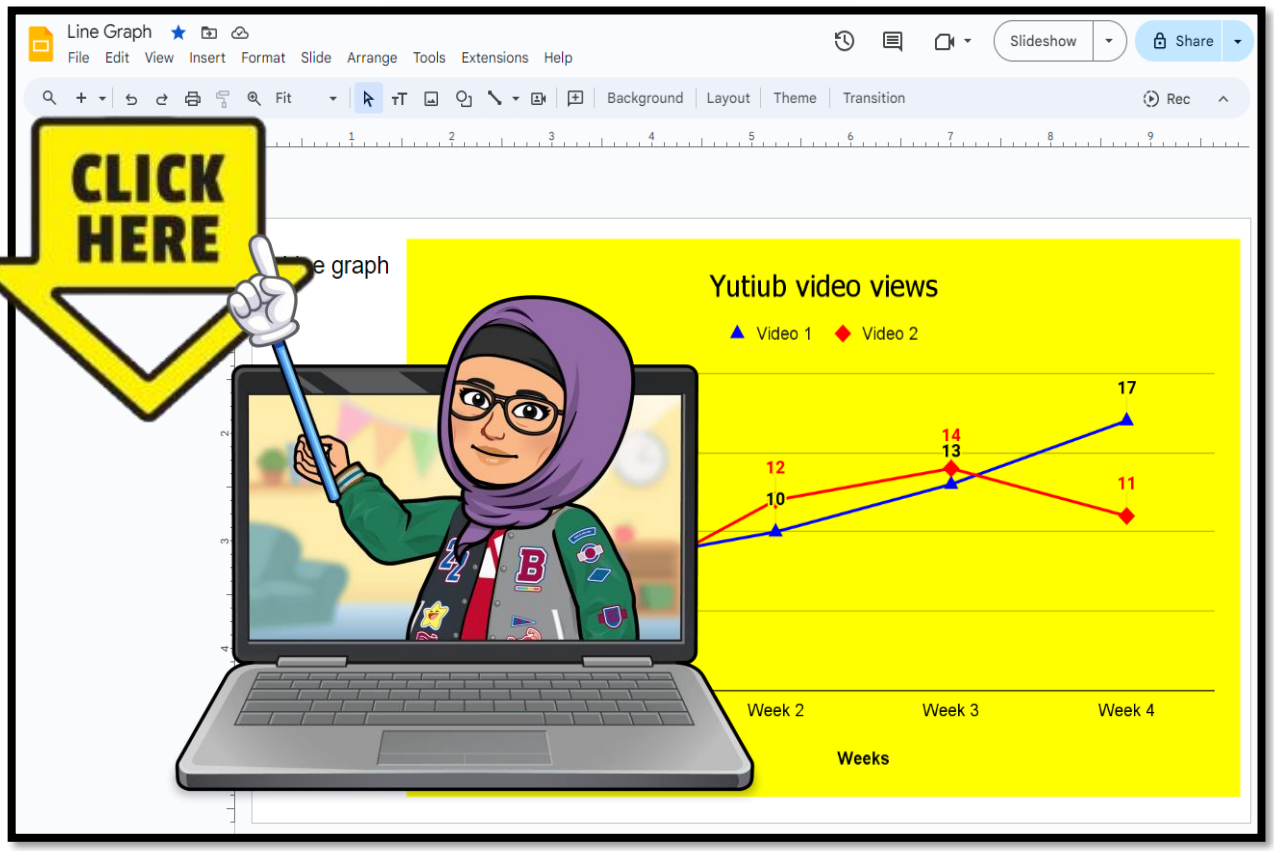
Week 2
Week 3
Week 4
Weeks


Line Graph
File Edit View Insert Format Slide Arrange Tools Extensions Help
Slideshow
Share
Background Layout Theme Transition
Rec
Line graph
Yutiub video views
Video 1
Video 2
20
15
10
5
0
Views (in hundreds)
17
14
13
12
10
8
6
11
Week 1
Week 2
Week 3
Week 4
Weeks
Now, your slide is ready!


WATCH NOW
WATCH NOW
In this video, you will learn how to make changes to the graph, just in case.


Line Graph
File Edit View Insert Format Slide Arrange Tools Extensions Help
Slideshow
Share
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Yutiub video views
Video 1
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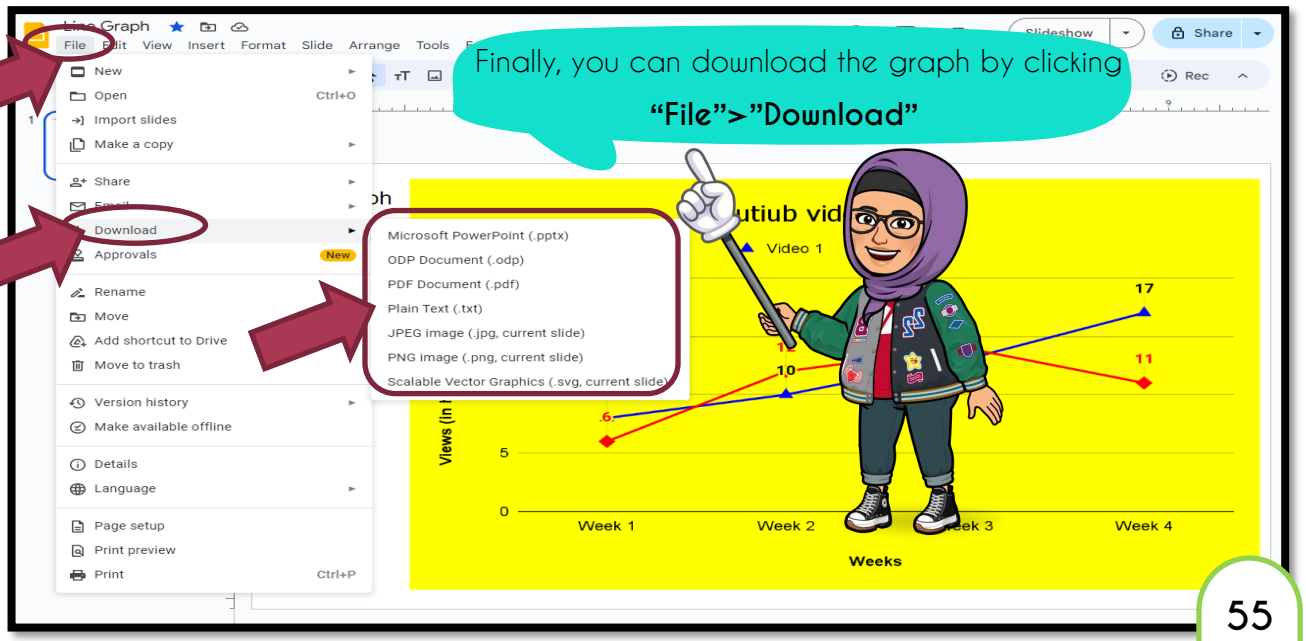
Finally, you can download the graph by clicking "File">"Download"
File
New
Open Ctrl+O
Import slides
Make a copy
Share
Download
Approvals New
Rename
Move
Add shortcut to Drive
Move to trash
Version history
Make available offline
Details
Language
Page setup
Print preview
Print Ctrl+P
Microsoft PowerPoint (.pptx)
ODP Document (.odp)
PDF Document (.pdf)
Plain Text (.txt)
JPEG image (.jpg, current slide)
PNG image (.png, current slide)
Scalable Vector Graphics (.svg, current slide)
Video 1
17
11
10
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Week 1
Week 2
Week 4
Weeks

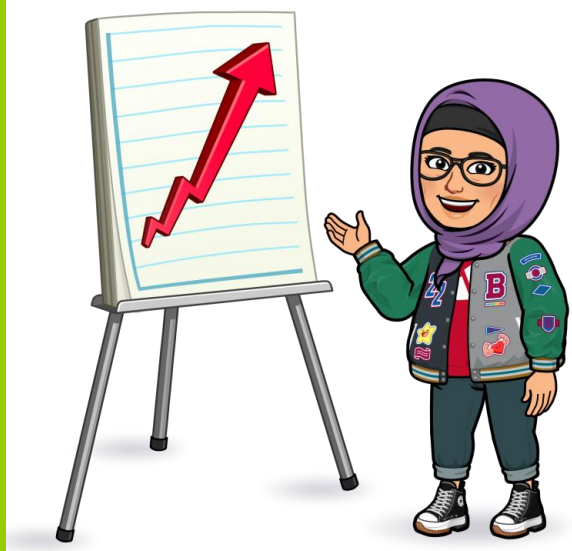
Activity 3 Represent the data below with a line graph using Google Slides. Remember to include labels, titles, and legends accurately.

The following table gives the number of bicycles sold by Mengah Cycle Sdb. Bhd.

Months	January	February	March	April	May	June	July	August	September	October	November	December
Number	50	30	40	30	20	50	80	100	70	120	130	150

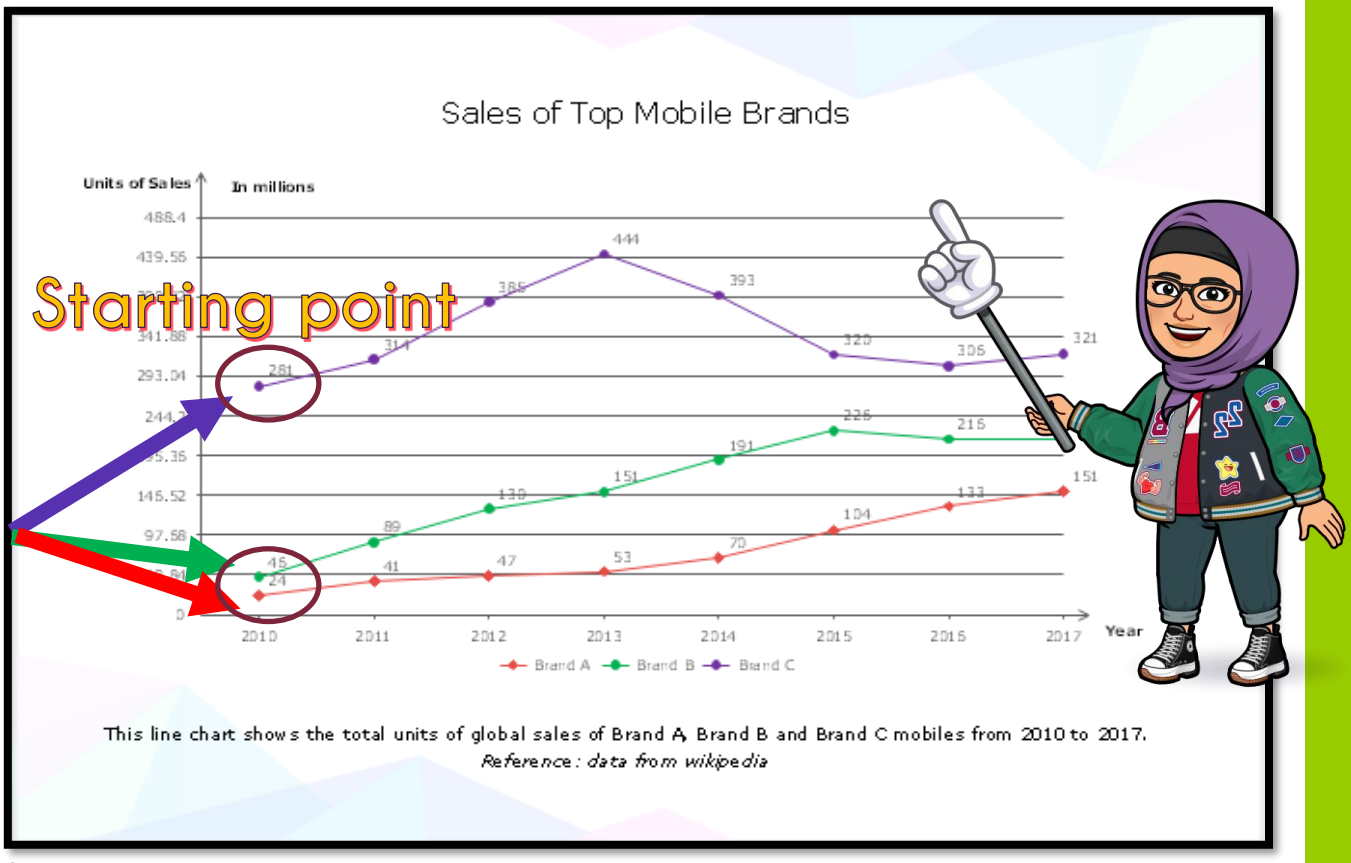
Activity 4 Look for a suitable text (raw data) from various sources of information. Create a Dummy Table and transfer the information and data from the text that you have selected in it.

Activity 5 Based on the Dummy Table prepared, display a suitable line graph using Google Slides. Remember to include labels, titles, and legends accurately.



How to describe a line graph

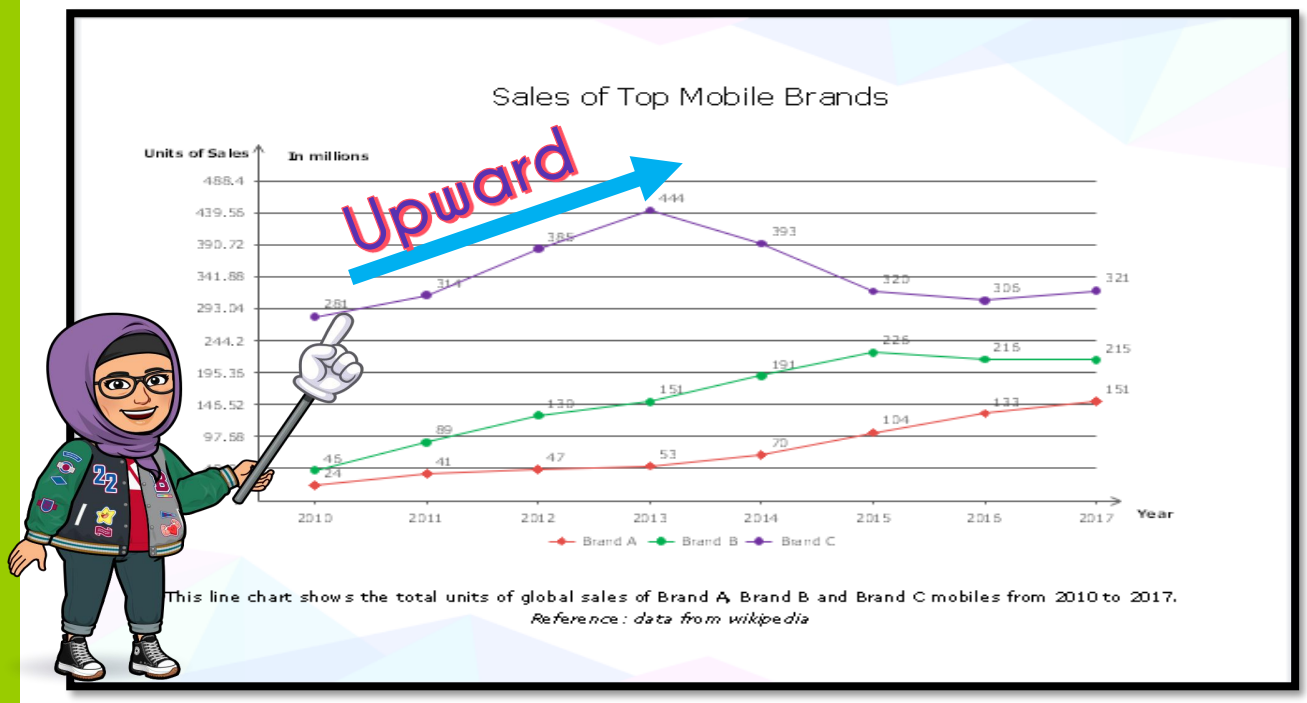
First, let us look at the **general description** of a line graph.



Source: https://www.edrawsoft.com/template-mobile-brands-sales-line-chart.html

Example of verbs describing starting point

Trends	Verbs	Examples
Starting point	start at	• The sales of Brand C mobile phones *stood at* 281 million units in 2010.
	stand at	



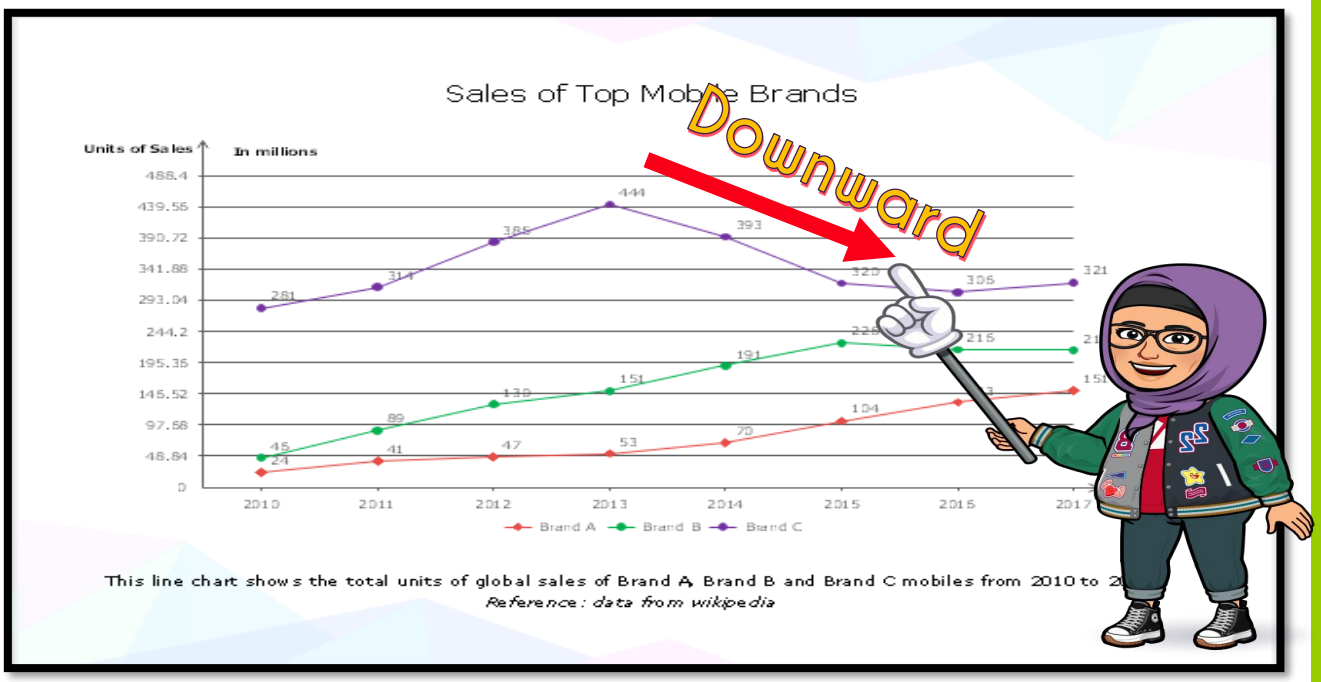
Source: https://www.edrawsoft.com/template-mobile-brands-sales-line-chart.html

Example of verbs describing upward trend

Trends	Verbs	Examples
Upward	increase	• The sales of Brand C mobile phones *increased* to 314 million in 2011. • Brand C mobile phone sales continued *to rise* the following year to 385 million units. • The sales of Brand C mobile phones *peaked at* 444 million units in 2015.
	rise	
	climb	
	jump	
	go up	
	grow	
	soar	
	leap	
	peak (at)	
	escalate	

Example of nouns describing upward trend

Trends	Nouns	Examples
Upward	increase	• The sales of Brand C mobile phones showed an *increase* in 2011, reaching 314 million. • There was a *rise* in Brand C mobile phone sales continued the following year, reaching 385 million units.
	rise	
	climb	
	jump	
	growth	
	leap	



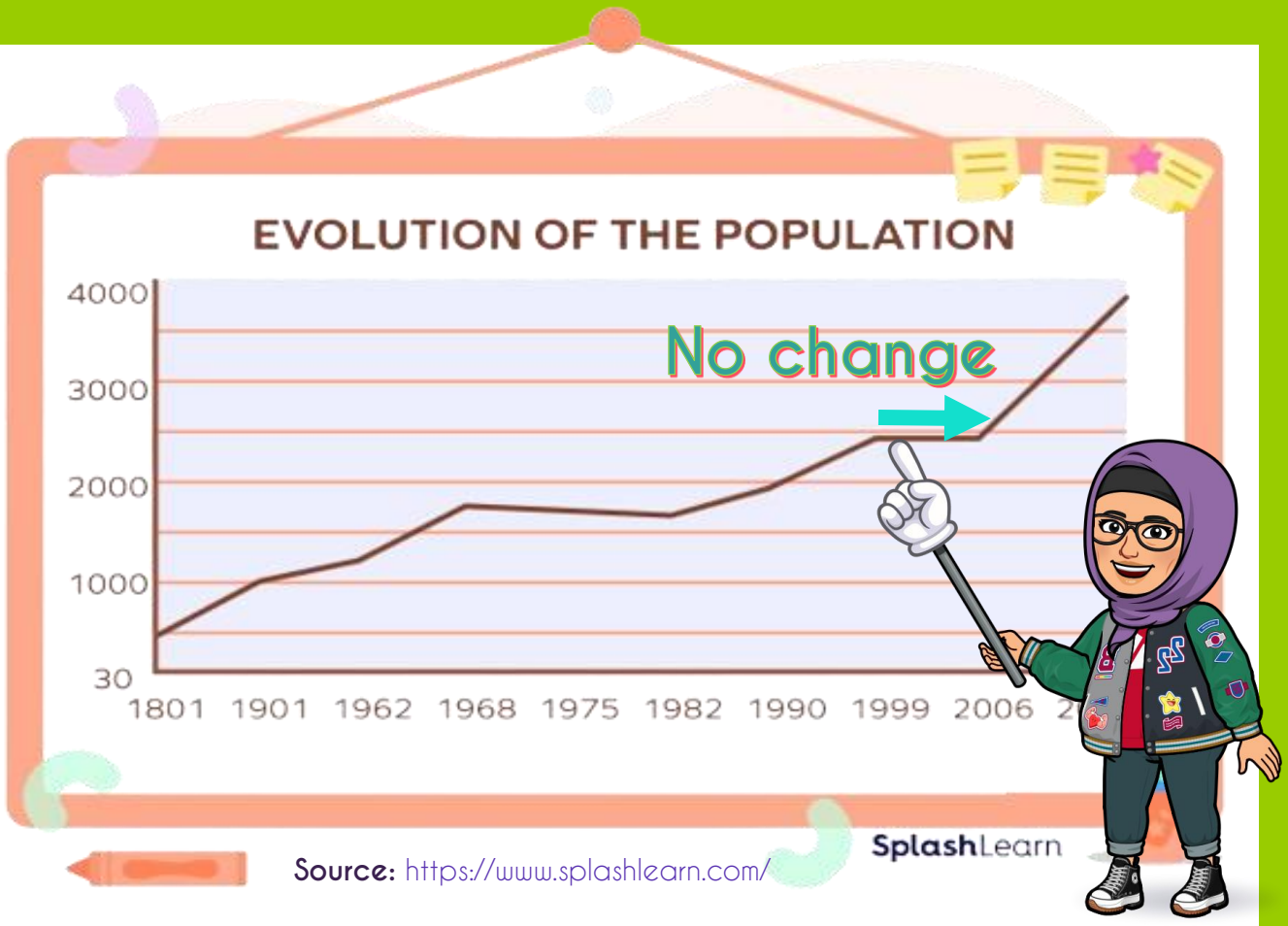
Source: https://www.edrawsoft.com/template-mobile-brands-sales-line-chart.html

Example of verbs describing downward trend

Trends	Verbs	Examples
Downward	decrease	• The sales of Brand C mobile phones *dropped* to 320 million in 2015. • Brand C mobile phone sales *decreased* by 15 million units the following year.
	fall	
	drop	
	decline	
	go down	
	drop	
	reduce	
	dip	
	plummet	
	plunge	

Example of nouns describing downward trend

Trends	Nouns	Examples
Downward	decrease	• There was a *drop* in the sales of Brand C mobile phones from 2013 to 2015. The sales dropped to 320 million in 2015. • Brand C mobile phone sales recorded a *decrease* by 15 million units the following year.
	fall	
	drop	
	decline	
	drop	
	reduce	
	dip	



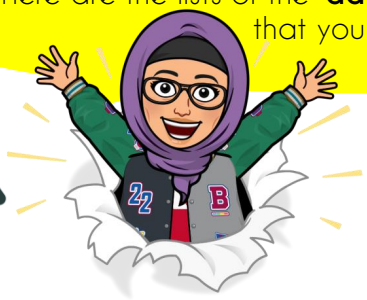
Source: https://www.splashlearn.com/

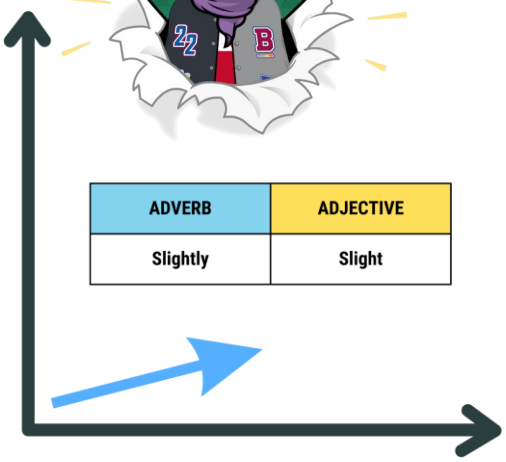
Example of verbs describing the same trend / no changes in trend

Trends	Verbs	Examples
No changes	level off	• We can see that the evolution of the population *levelled off* at 2500.
	level out	
	remain unchanged	
	remain / stay constant	
	remain / stay stable	
	remain / stay steady	
	remain the same	
	stabilise	
	reach a plateau	

Describing the trends in a line graph requires more than just a simple, general description.
It requires a little bit **more analysis of the degree of change shown in the graph.**
You're encouraged to use the **'adverbs'** and the **'adjectives' phrase.**

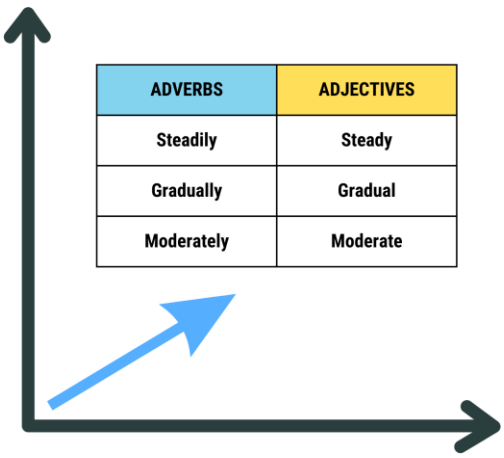
How do you determine the suitable phrase to use?
Well, usually, we will see the degree of change shown.
Here are the lists of the **'adverbs'** and the **'adjectives'** that you can use.





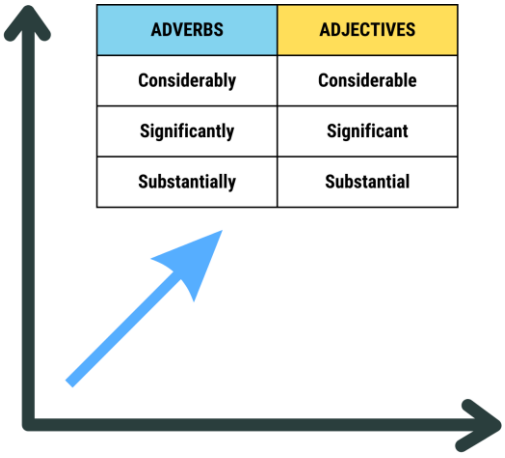
ADVERB	ADJECTIVE
Slightly	Slight

When the change happens at a small rate or amount



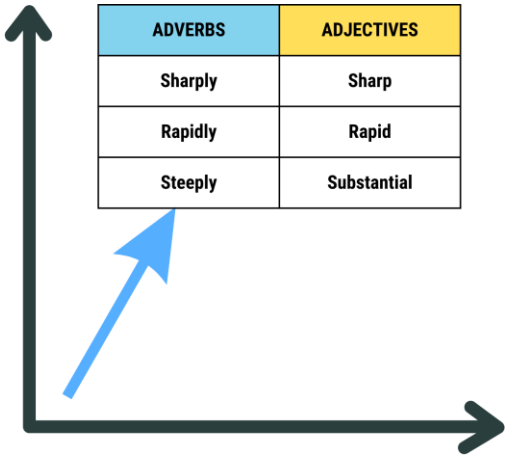
ADVERBS	ADJECTIVES
Steadily	Steady
Gradually	Gradual
Moderately	Moderate

When the change happens at more than a small amount but not a large amount



ADVERBS	ADJECTIVES
Considerably	Considerable
Significantly	Significant
Substantially	Substantial

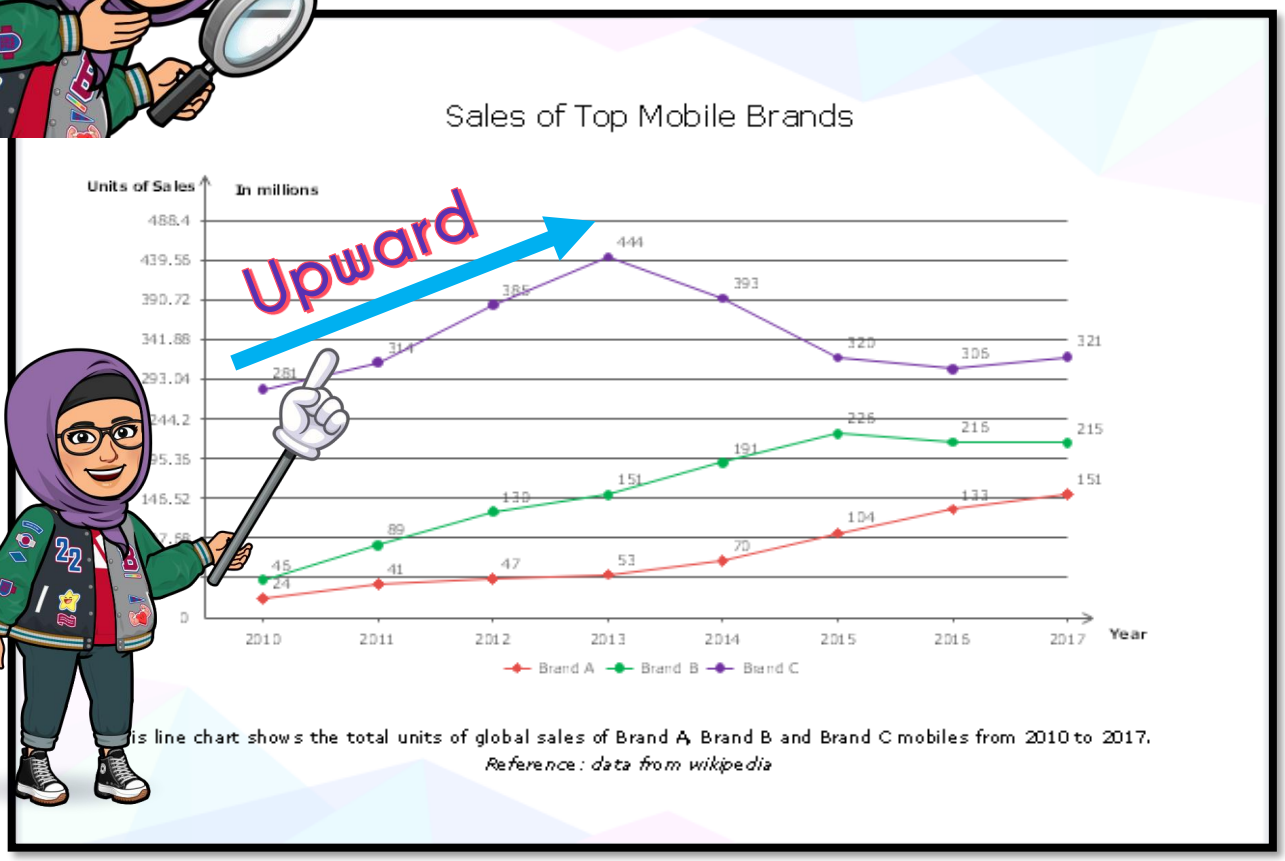
When the change happens at a large amount



ADVERBS	ADJECTIVES
Sharply	Sharp
Rapidly	Rapid
Steeply	Substantial

When the change happens at a very large amount

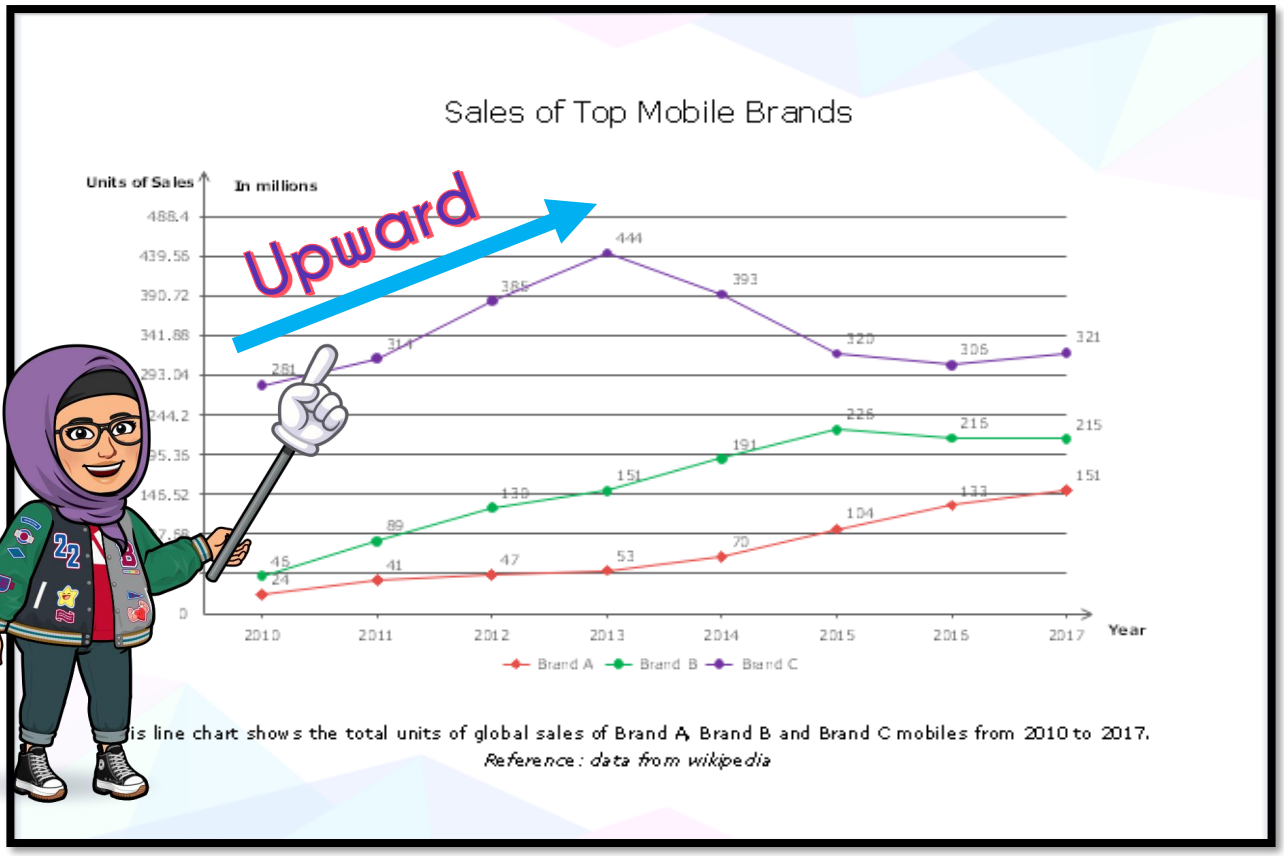
Now, let us look at a more **specific description** of a line graph by adding the **'adverbs'** and the **'adjectives'.**



Source: https://www.edrawsoft.com/template-mobile-brands-sales-line-chart.html

Example of upward trend description using the 'adverbs'

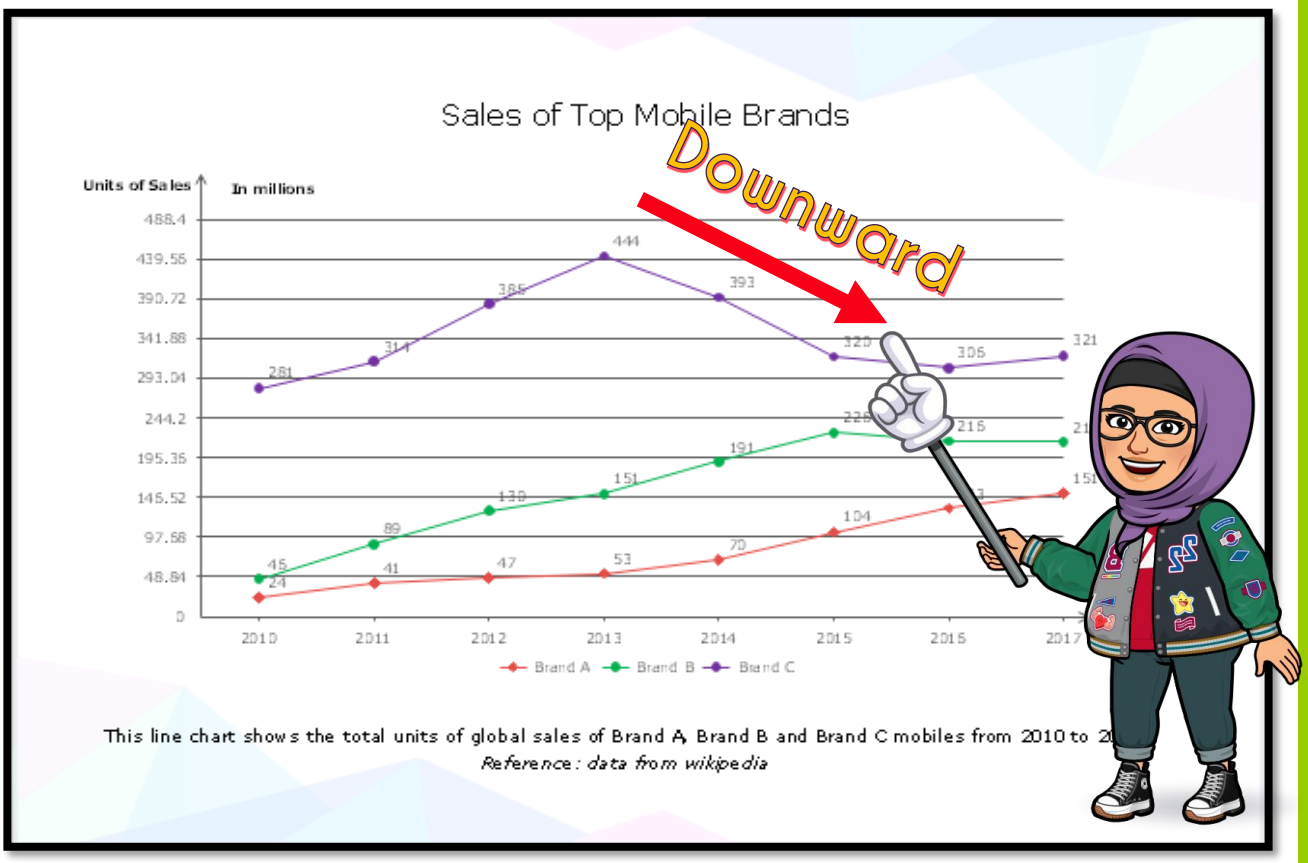
Trends	Verbs	Examples
Upward	increase	• The sales of Brand C mobile phones *increased steadily* to 314 million in 2011. • Brand C mobile phone sales continued *to rise significantly* the following year to 385 million units.
	rise	
	climb	
	jump	
	go up	
	grow	
	soar	
	leap	
	peak (at)	
	escalate	



Source: https://www.edrawsoft.com/template-mobile-brands-sales-line-chart.html

Example of upward trend description using the 'adjectives'

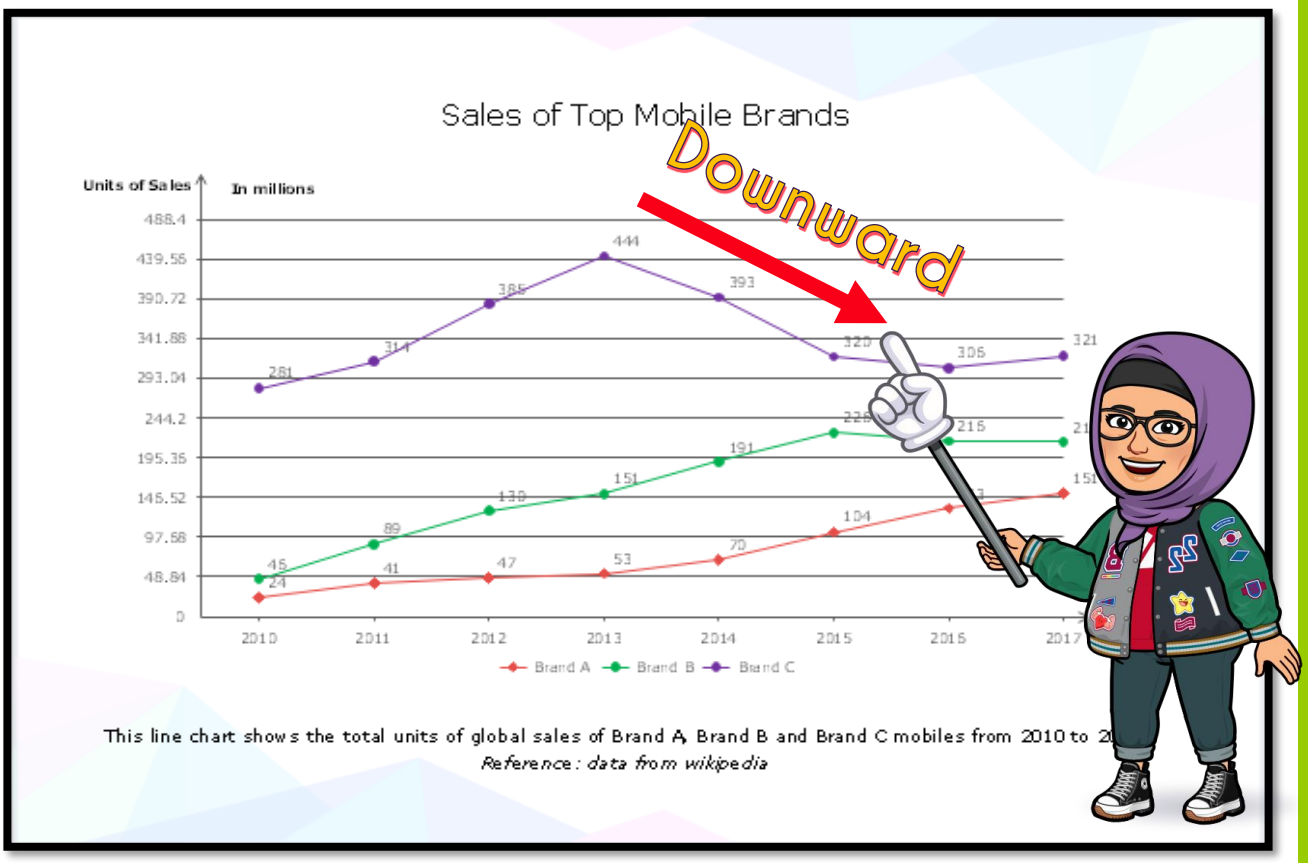
Trends	Nouns	Examples
Upward	increase	• The sales of Brand C mobile phones showed a *steady increase* in 2011, reaching 314 million. • There was a *significant rise* of Brand C mobile phone sales continued in the following year, reaching 385 million units.
	rise	
	climb	
	jump	
	growth	
	leap	



Source: https://www.edrawsoft.com/template-mobile-brands-sales-line-chart.html

Example of downward trend description using the 'adverbs'

Trends	Verbs	Examples
Downward	decrease	• The sales of Brand C mobile phones *dropped sharply* to 320 million in 2015. • Brand C mobile phone sales *decreased slightly* by 15 million units the following year.
	fall	
	drop	
	decline	
	go down	
	drop	
	reduce	
	dip	
	plummet	
	plunge	



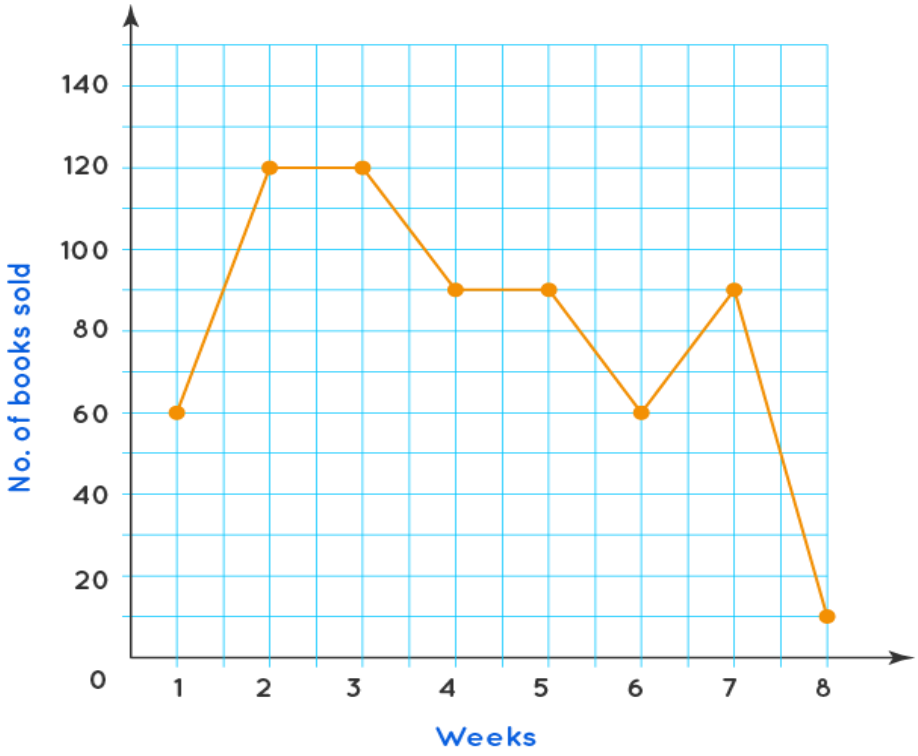
Source: https://www.edrawsoft.com/template-mobile-brands-sales-line-chart.html

Example of downward trend description using the 'adjectives'

Trends	Nouns	Examples
Downward	decrease	• There was a *sharp drop* in the sales of Brand A mobile phones from 2013 to 2015. The sales dropped to 320 million in 2015. • Brand C mobile phone sales recorded a *slight decrease* by 15 million units the following year.
	fall	
	drop	
	decline	
	drop	
	reduce	
	dip	

Activity 6 It's your turn to clarify and describe the trends and distribution patterns in the line graph below using varied vocabulary.

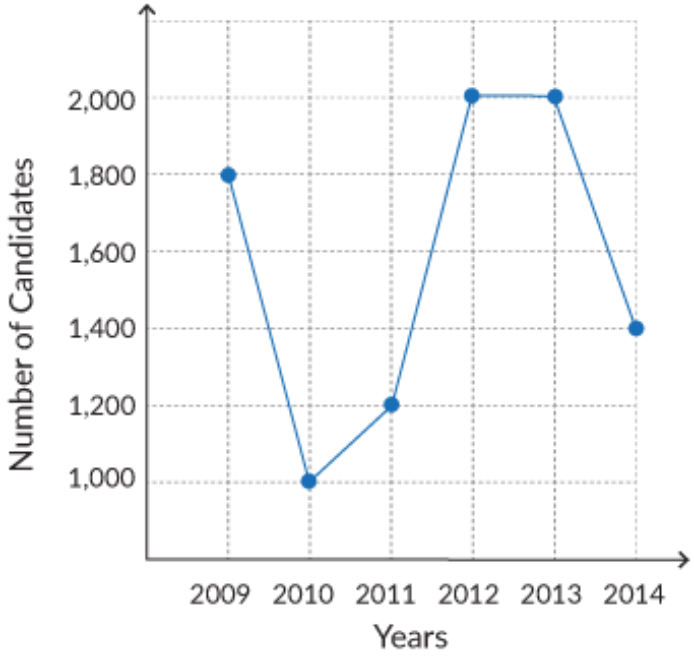
Graph 1 shows the number of books sold each week by Gravity Books Ltd.



Source: https://www.cuemath.com/data/line-graphs/

Activity 7 Clarify and describe the trends and distribution patterns in the line graph below using varied vocabulary.

Graph 2 exhibits the number of students who graduated from Exchange College from 2009 to 2014.



Source: https://www.cuemath.com/data/line-graphs/

Key Takeaway...

- If you are using a multiple line graph, remember to set different colours to represent the data
- Choose different shapes to indicate the data points

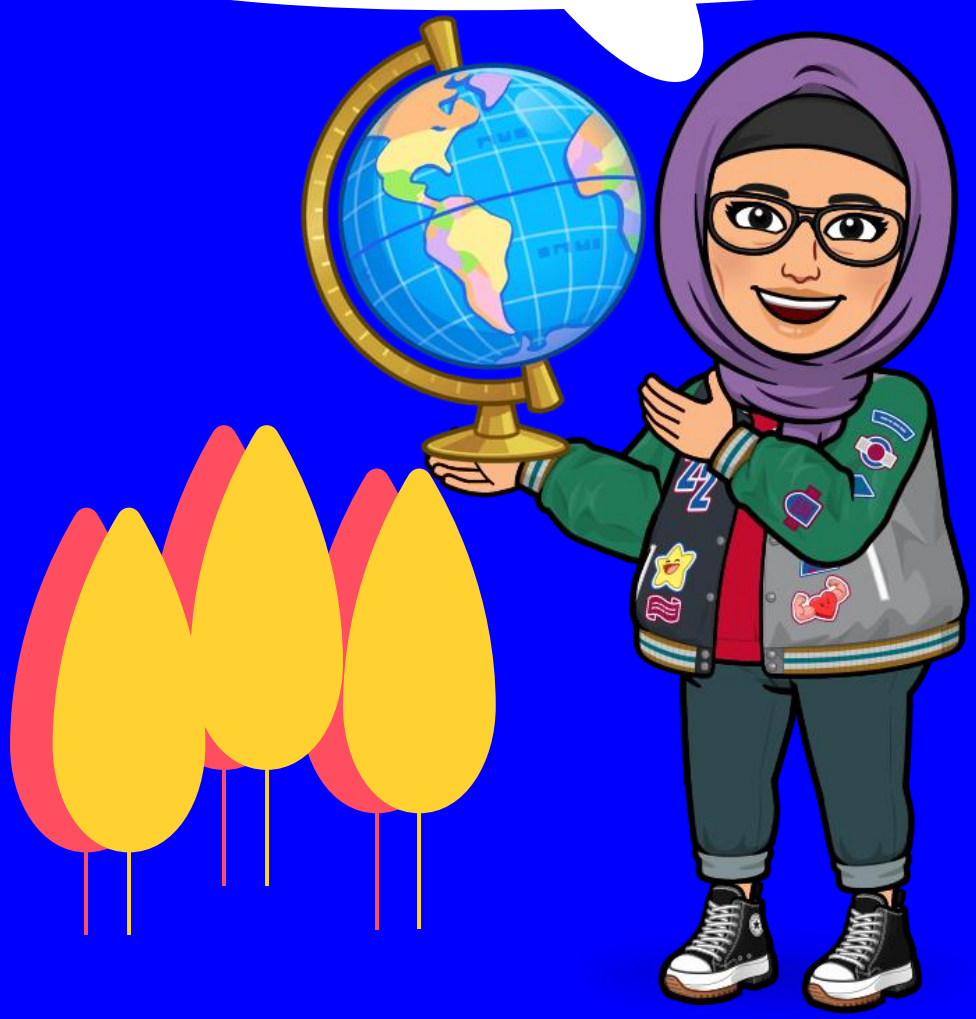
Reflection Questions

1. Are you comfortable using the 'adverbs' when describing the trends?
2. Do you think using the 'adjectives' is much easier when describing the trends?

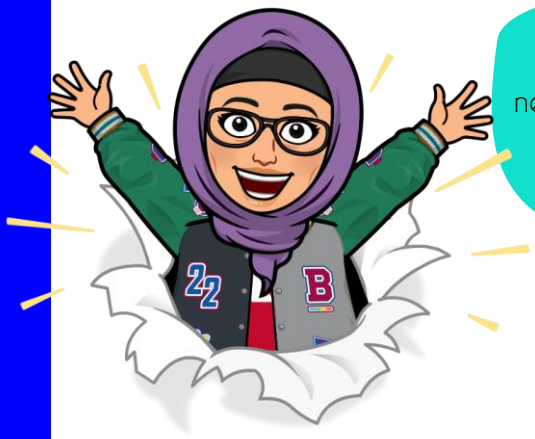
CHAPTER 7

PRESENTATION PREPARATION '3 STEPS: PREPARING, PRACTISING & PRESENTING'

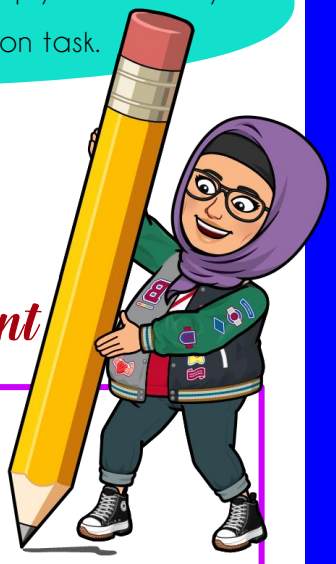
At the end of Chapter 7 with Teacher Masnija, you should be able to practise simple steps getting yourself ready for your presentation.



Getting ready for your data presentation task



In the previous chapters, we have equipped you with the necessary skills to prepare your graphs using various computer applications. Now, you are going to apply the skills in your upcoming data presentation task.



3 Steps Plan Prepare and Present

Plan

Facing an oral presentation can be daunting.

Thus, we strongly suggest you plan your presentation.

Once you receive the task, think of a possible topic that might be interesting and relevant to you and your audience.
Well, you can:

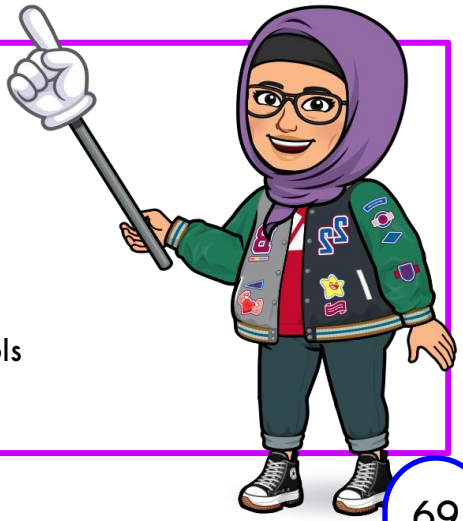
- sit together with your team members, or discuss with your classmates – survey them!
- conduct some research on the web about the topic and do some reading about it too!

Now, you can set the objective of your presentation based on your selected topic.

Prepare

Preparation covers several aspects, including:

- Gathering relevant materials
- Outlining the presentation
- Drafting presentation script
- Preparing visual aids
- Getting familiar with the presentation apps and tools



Present

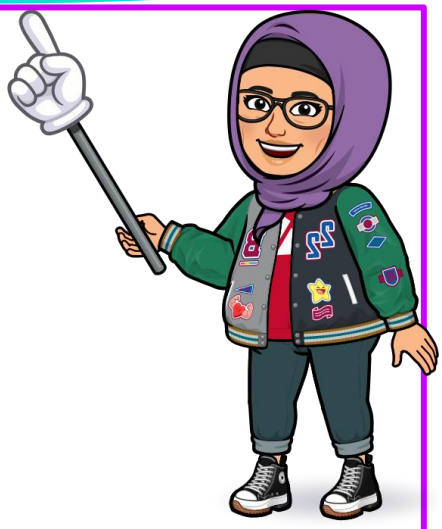
You are advised to practice or rehearse your presentation.
If you are too shy to stand before a friend, you can record your presentation using a phone or computer.
Rehearsing your presentation includes testing the visual aids, too!

You can time yourself and see where you can improve.

Get feedback from a trusted friend or team member.
Help each other to improve the presentation and learn from the strengths shown during the practice runs.

Presentation Plan

Share your presentation plan here...



Proposed Title

Objectives

References or Sources

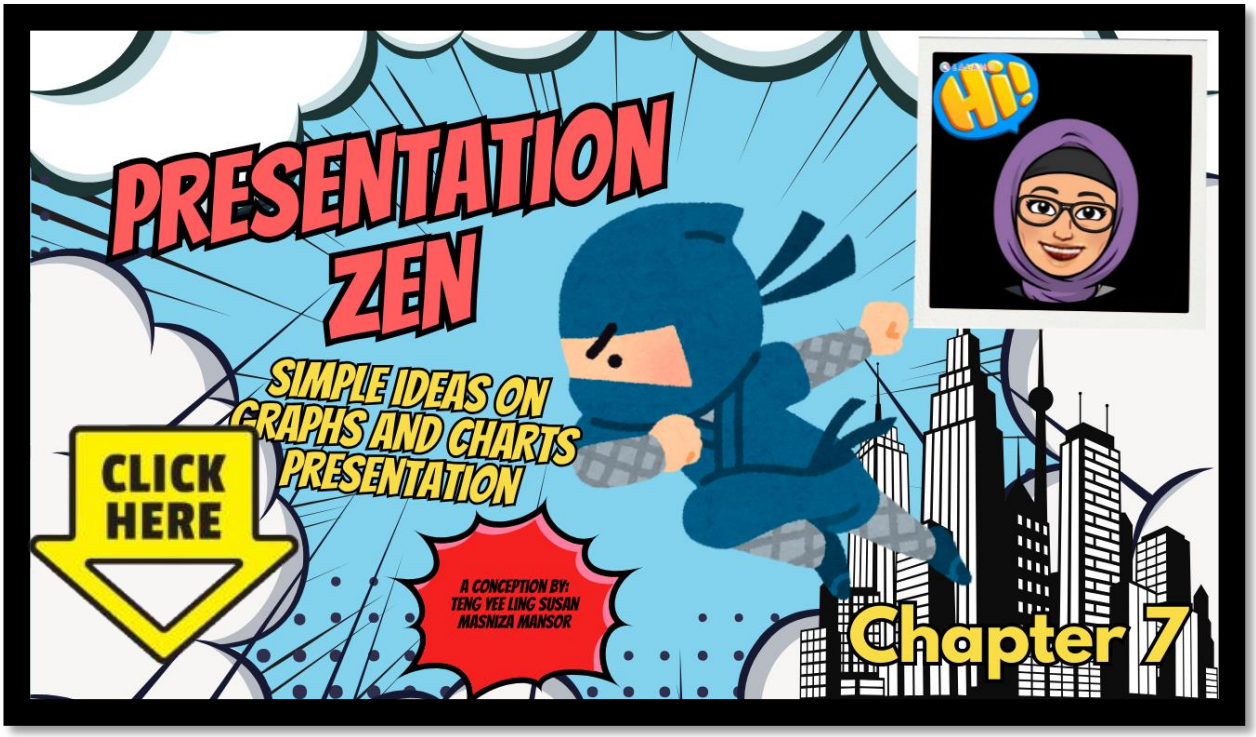
Presentation tools

Visual aids

Mode of presentation

Date of presentation

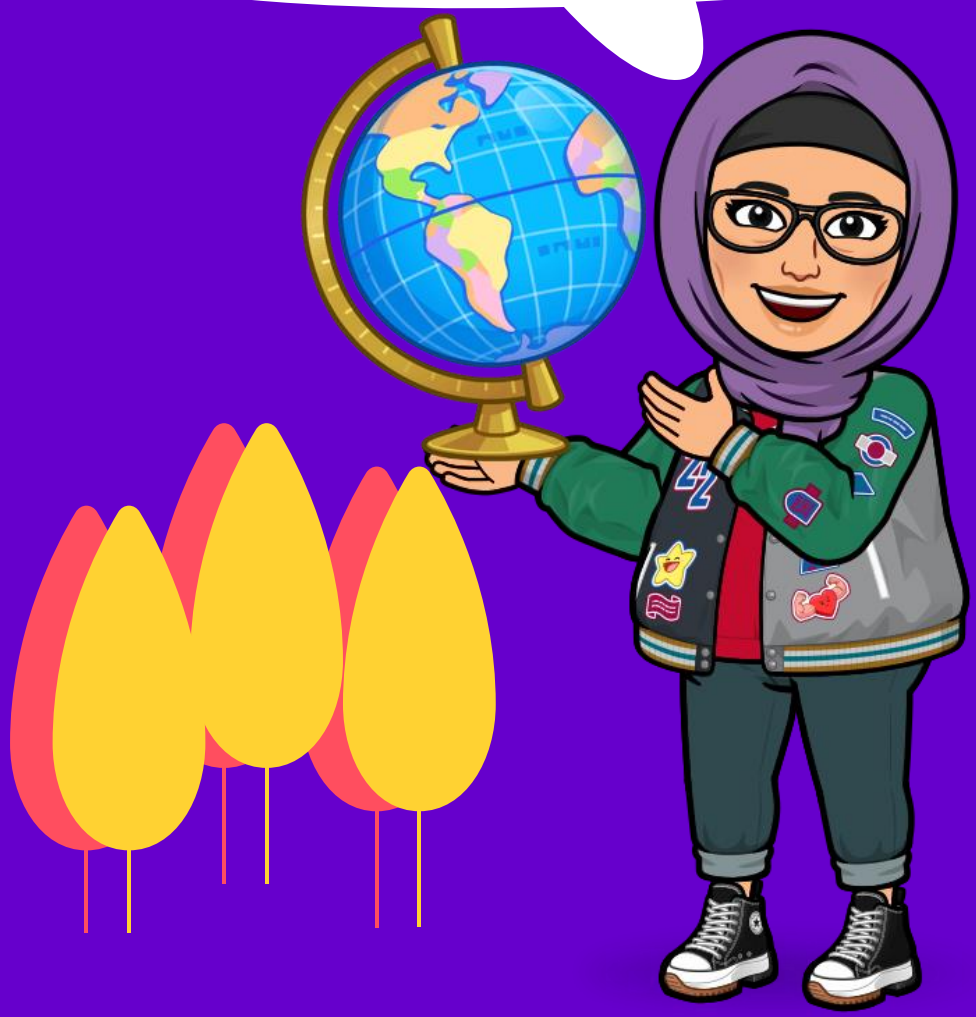
Learn more about the three steps in getting ready for your presentation in the video that we have prepared for you.



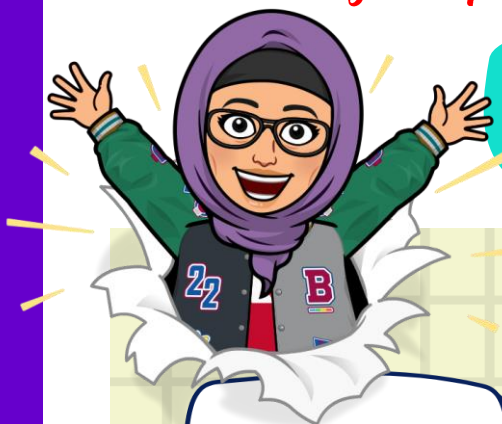
CHAPTER 8

STRUCTURE OF AN ORAL PRESENTATION

At the end of Chapter 8 with Teacher Masnija, you should be able to structure an effective oral presentation.



Outline your presentation



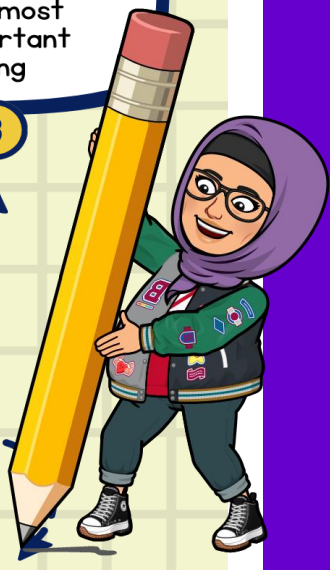
Well, it is best to prepare an outline for your presentation.
Usually it follows the structure as shown in the picture below.

PRESENTATION

1 OPENING
- Greeting & Introduction
- Purpose of presentation
- Preview the contents

2 MAIN BODY
- Introduce the graph elements
  - type of graph
  - information displayed on the axes
  - key / legend

3 DEVELOPMENT
- Presentation of the data analysis
  - General overview
  - The extremes
  - The similarities/ differences
  - The most important finding

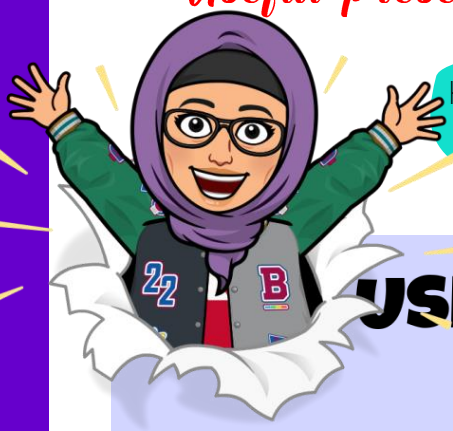


4 CONCLUSION
- Recap major points
- Give opinion
- Provide recommendation
- Suggest future action

5 Q& A
- Allocate reasonable time

6 CLOSING
- Thank the audience
- Act professionally
- Leave gracefully

Useful presentation expressions



Here are some expressions that you can use when presenting your data analysis

USEFUL EXPRESSIONS PRESENTATION

Greeting

- Good morning to my lecturer and friends....

Inroduction of oneself/team

- I am Tina, on my left is Mr. Li, and next to him is Ms. Suzi. We are from Team XYS, of DWU class.

State the purpose

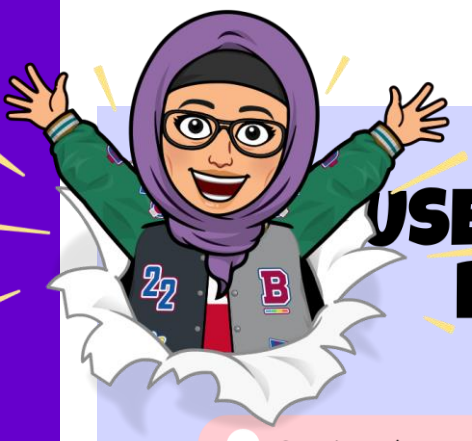
- It would be a great honour to share with all you here about the current statistics of workplace accidents.

Introduction to the topic

- Workplace accidents can also have a lasting impact on an employee's emotional well-being. Workplace accidents can result in financial losses for the employee and the employer. It can also lead to decreased productivity. Slips, trips and falls account for one-third of all personal injuries in the workplace, and they're a top cause of all workers' compensation claims.

Introduce the graph

- As you can see, the bar graph shows the statistics of workplace accidents at Company Z from 2018 to 2020. On the horizontal axis, you can see the months while the number of cases is shown on the vertical axis. There are five types of injuries represented in red, blue, green, yellow and black bars.



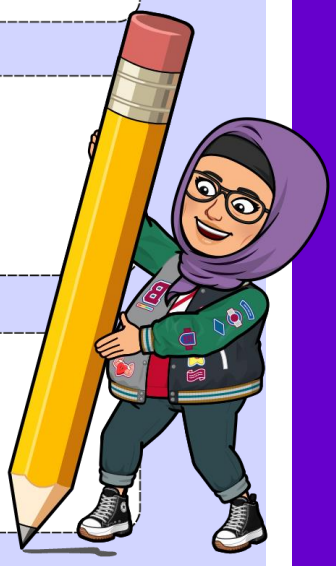
USEFUL EXPRESSIONS PRESENTATION

Preview the overall trend

- As you can see, the number of accidents at Company Z is increasing rapidly every year with slips, trips, and falls contributing the highest number of cases every year.

Present the analysis- the extremes

- A majority/A large number of...
- A minority/A small number of ...
- The highest percentage of ...
- The lowest percentage of ...



Present the analysis - the similarities

- As you can see, the number of ..... is as the same as .....
- Here, you can clearly see a similarity between ...
- As you can see from this graph, there is a difference between ...

Conclusion

- In conclusion, ...
- Based on the analysis, it can be concluded that ...
- Therefore, we can sum up that ...
- In view of this, we can say that ...

You can follow the oral presentation structure discussed in this video.

Happy presenting

CHAPTER 9

THE ULTIMATE PRESENTATION OUTFIT STYLE GUIDE

At the end of Chapter 9 with Teacher Teng, you should be able to decide on what to wear for a presentation.

Why your outfit matters for a presentation

Presentations involve psychological considerations. Each component of a presentation needs to be carefully selected for the target audience, from the colours we use for our slides to the way we communicate with our body language, the presentation tools we utilize, and even the clothing on our backs.

Nevertheless, your presentation outfit should make you feel good about yourself. In order to avoid portraying someone you are not; it should speak to your character.

During your polytechnic studies and career, you must make sure your closet is prepared for both official and informal presentations.

Depending on the class, your clothing choices can potentially affect your grades. For instance, you should present in business formal clothes as if you were in the real world when taking a Communicative English course.

Being the finest dressed person in the room doesn't hurt!

What can gents wear for a presentation

Image: https://www.suitsexpert.com/

What can ladies wear for a presentation ?

Topgirl.os on Shopee

https://www.wanzar.com.my/

https://songkettradisimoden.com/

https://habibi.com.my/

https://shopz.off-75.ml/

https://www.pinterest.com/

https://unisap.ac.id/

https://www.thethriftypineapple.com/

Key Takeaway...

Gents should maintain a clean haircut and a clean-shaven look.

You should polish your leather shoes.

Style a plain shirt, if possible white or pastel colour shirts.

Never wear jeans or cargo pants for a presentation. Instead, wear suit pants.

Both ladies and gents should smell good during your presentation. You can wear some perfume but not too strong.

Ladies should put some natural makeup on.

Source: Google Images

Reflection Questions

1. Julita needs to deliver a presentation for her Communicative English class next week. However, she doesn't have anything appropriate to wear for the presentation. With a RM50 note, how can she prepare and improve her outfit and grooming for the upcoming presentation?

2. Since RM50 is limited for Julita to shop generously, suggest how can she improve her personal preparations for the presentation?

CHAPTER 10

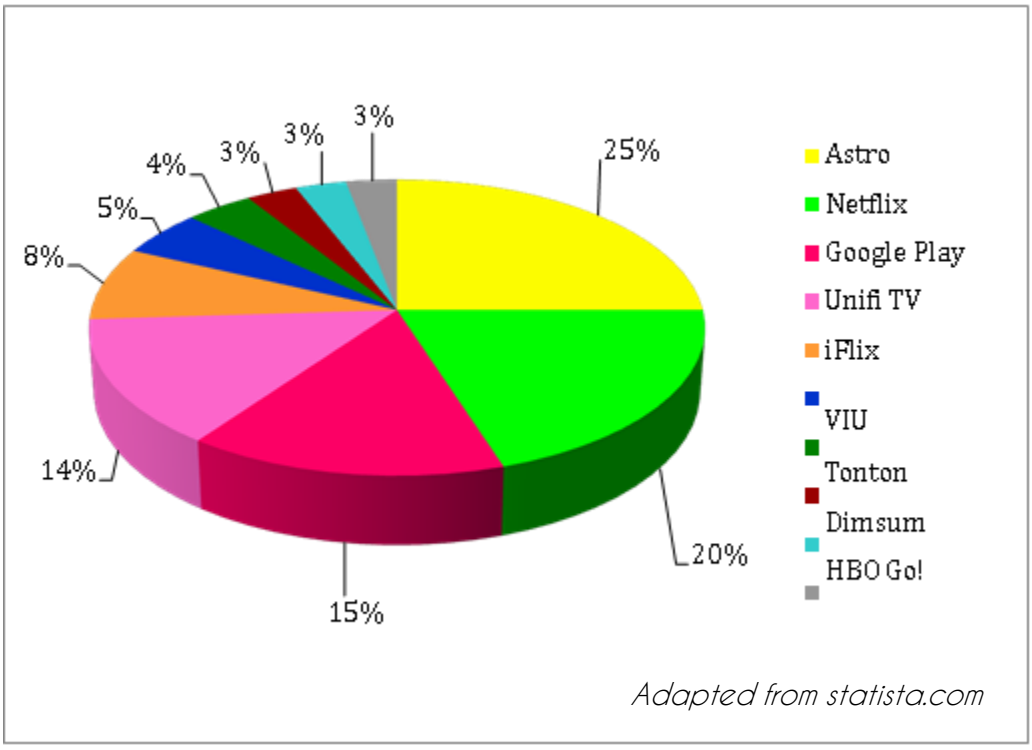
SELF PRACTICE

Congratulations for completing all the 9 chapters with Teacher Teng & Teacher Masnija! Are you ready to practice?

EXERCISE 1

Study the graph carefully and answer questions 1 to 4 below.

The following pie chart shows the data for the most favoured paid-for streaming services in Malaysia.



Adapted from statista.com

1. What does the legend show?

   a. The types of drama series

   b. The types of international movie channels

   c. The types of video streaming services

   d. The types of subscription-based TV channels

2. The most suitable title for the bar graph above is

   a. Malaysia's 10 most popular paid-for video streaming services

   b. Types of TV channels preferred by Malaysian viewers

   c. Astro is the most popular streaming service in Malaysia

   d. The portion of Malaysians watching TV and movies using video streaming services

3. **Which video streaming service is the closest competition to Astro?**

   a. Unifi TV

   b. Netflix

   c. iFlix

   d. HBO Go!

4. **Which of the statements below is true?**

   a. There is a 1% difference between people who prefer Google Play over Unifi

   b. The percentage of people favouring iFlix is twice as many as those who prefer Tonton.

   a. The popularity of VIU and Tonton combined is equal to Dimsum, HBO Go! And Amazon Primecombined

   a. The third most popular video streaming service is Unifi TV with 14%

EXERCISE 2

Study the graph carefully and answer questions 1 to 4 below. State True or False.

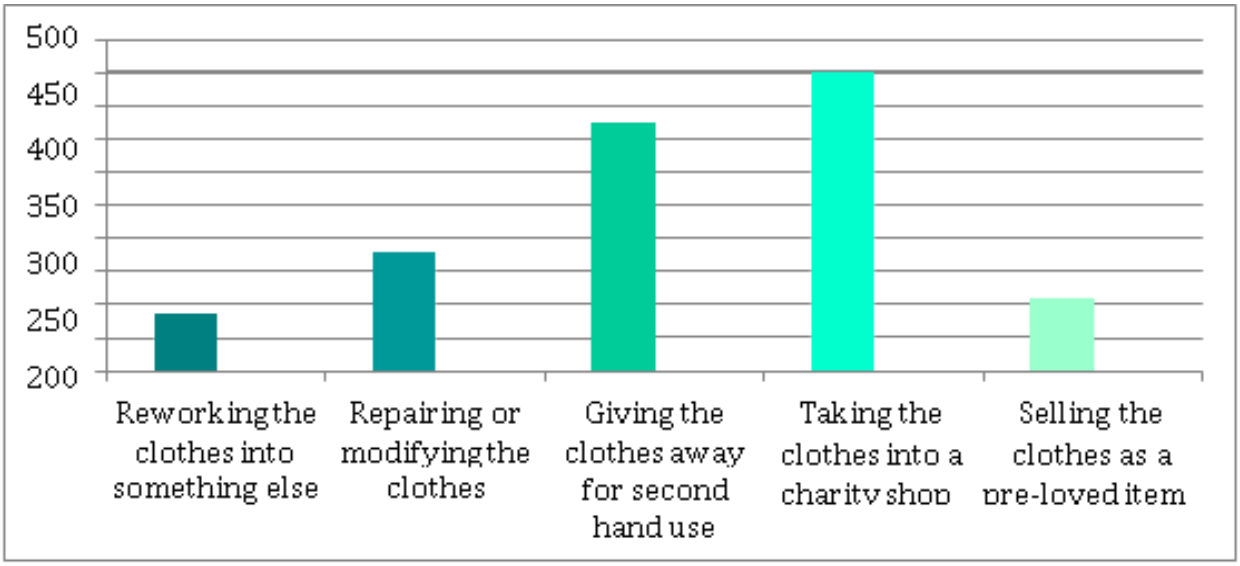
(Adopted from: https://www.ieltsbuddy.com/

Statement	True/ False
1. The months are shown on the horizontal axis.	
2. The figure above does not include a legend.	
3. The figure above is an example of a pictograph.	
4. The figure above is about yearly food, gas, and clothing expenditures.	

EXERCISE 3

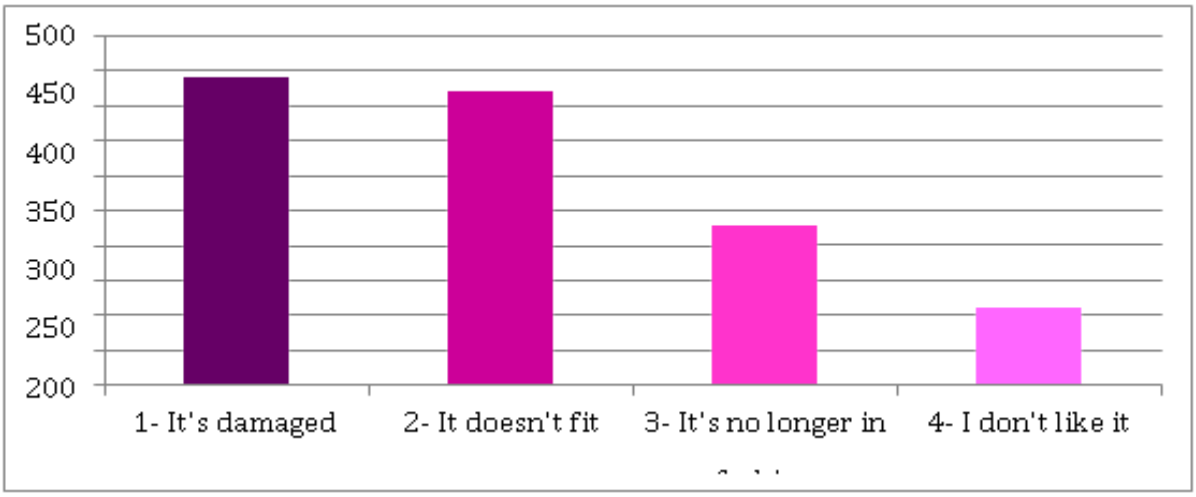
Study the bar graphs below. Choose the best answer for blanks number 1 to 5.

Most Likely Options Before Throwing Away Unwanted Clothes



A total of 1200 respondents were surveyed on their perception of sustainability in fashion. One of the questions was, which action would they most likely take before throwing away unwanted clothes. From the five options provided, the **(1)**_____ of the respondents chose to take the clothes into a charity shop while the **(2)**_____ chosen option is reworking the clothes into something else. The graph also shows that those who would repair or modify the clothes are **(3)**_____ compared to the most chosen option. Next, we can observe that giving the clothes away for secondhand use is an option that is worth considering, since **(4)**_____ 300 respondents opted for it.

Main Reasons for Discarding A Clothing Item



In another question, the respondents were asked their main reason for discarding a clothing item. The answers collected show there is only a **(5)**_____ difference between option 1 (It's damaged) and 2. (It doesn't fit). Lastly, it is interesting to note that **6)** _____ clothing item because it is no longer in fashion.

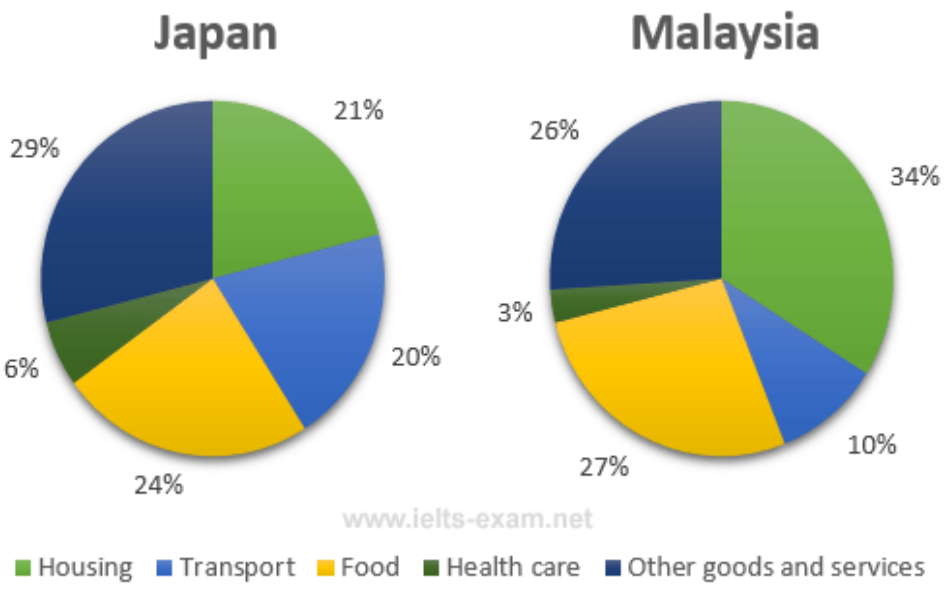
Adapted from Trends in the fashion industry.
The perception of sustainability and circular economy.

1)	A. majority	B. minority	C. more	D. less
2)	A. most	B. least	C. highest	D. lower
3)	A. rising slightly	B. much higher	C. considerably lower	D. decreasing
4)	A. as many as	B. exactly	C. well under	D. well over
5)	A. dramatic	B. significant	C. marginal	D. high
6)	A. more than	B. just under	C. just over	D. much fewer than

EXERCISE 4

Study the pie charts below. Choose the best answer for blanks number 5 to 10.

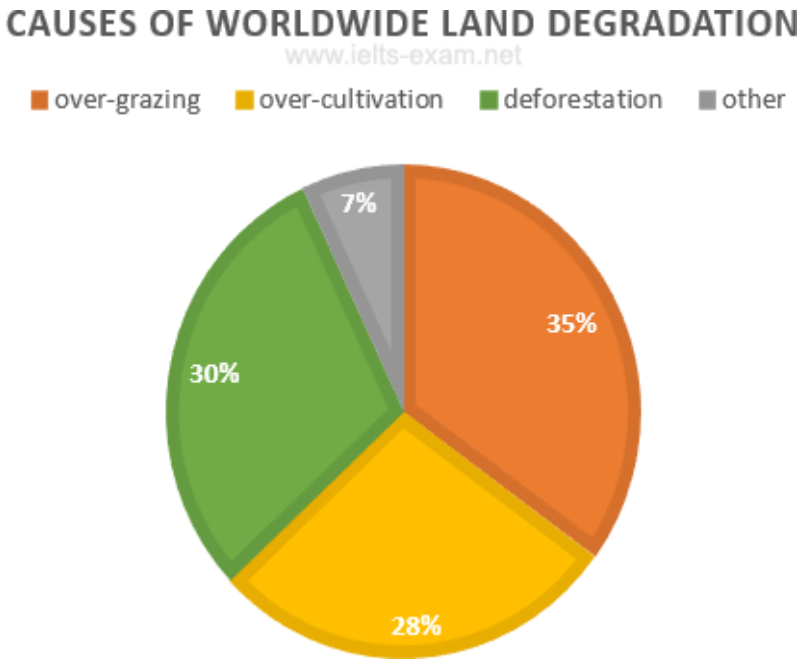
The pie charts below show the average household expenditures in Japan and Malaysia in 2010.



We can see that in Malaysia, the greatest proportion of expenditure (34%) was on housing, while in Japan housing accounted for just 21% of the total. In contrast, the greatest single expense in Japan was other goods and services at 29%, **1.** _____ 26% in Malaysia. Food came in second place in Japan, at 24%, while in Malaysia the actual proportion was **2.** _____ (27%) than in Japan. Another major expense in Japan was transport, at 20%. Nevertheless, this expenditure was **3.** _____ in Malaysia (10%) than in Japan. The **4.** _____ percentage of expenditure in both countries was on health care. Overall, the data indicate that food, housing, and other goods and services were the main expenses in both cases; however, transport and other goods and services took up a more significant proportion of total expenditure in Japan than in Malaysia.

1)	A. comparison	B. compared with	C. compared more	D. compared less
2)	A. bigger	B. a little bigger	C. considerably big	D. the biggest
3)	A. small	B. smaller	C. the smallest	D. too small
4)	A. too small	B. least	C. below small	D. slightly small

The pie chart below shows the causes of worldwide land degradation.

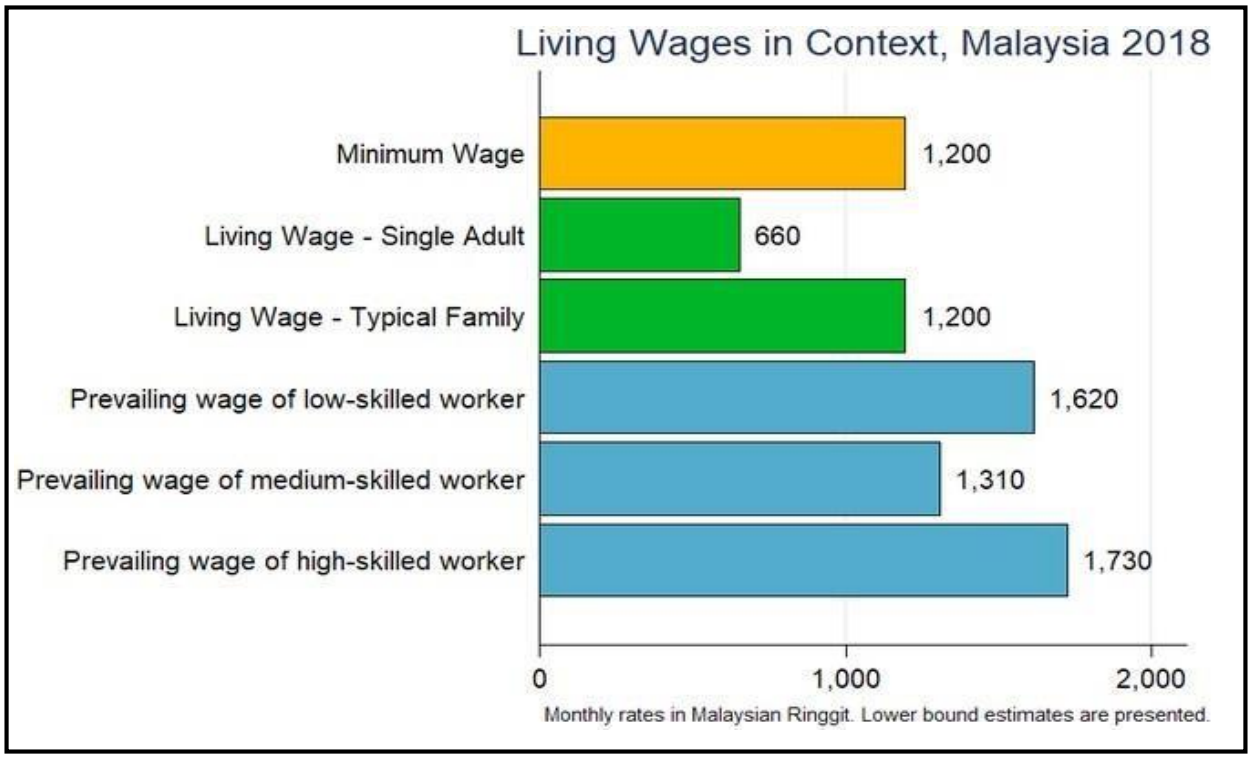


The pie chart shows that there are four main causes of farmland becoming degraded in the world today. Globally, 35% of degradation is caused by too much animal grazing and tree clearance. Adding to that, somewhat less than **5.** _____ of degradation is also caused by the same reasons. Respectively, slightly more than **6.** _____ of global degradation is due to over-cultivation of crops. Other causes account for only 7% collectively. Overall, Europe suffered more from farmland degradation than the other regions, and deforestation and over-cultivation were the leading causes.

5)	A. two-third	B. one-third	C. one-half	D. a fifth
6)	A. two quarters	B. one-fifth	C. a quarter	D. three quarters

EXERCISE 5

Question 5 is based on the bar graph below.

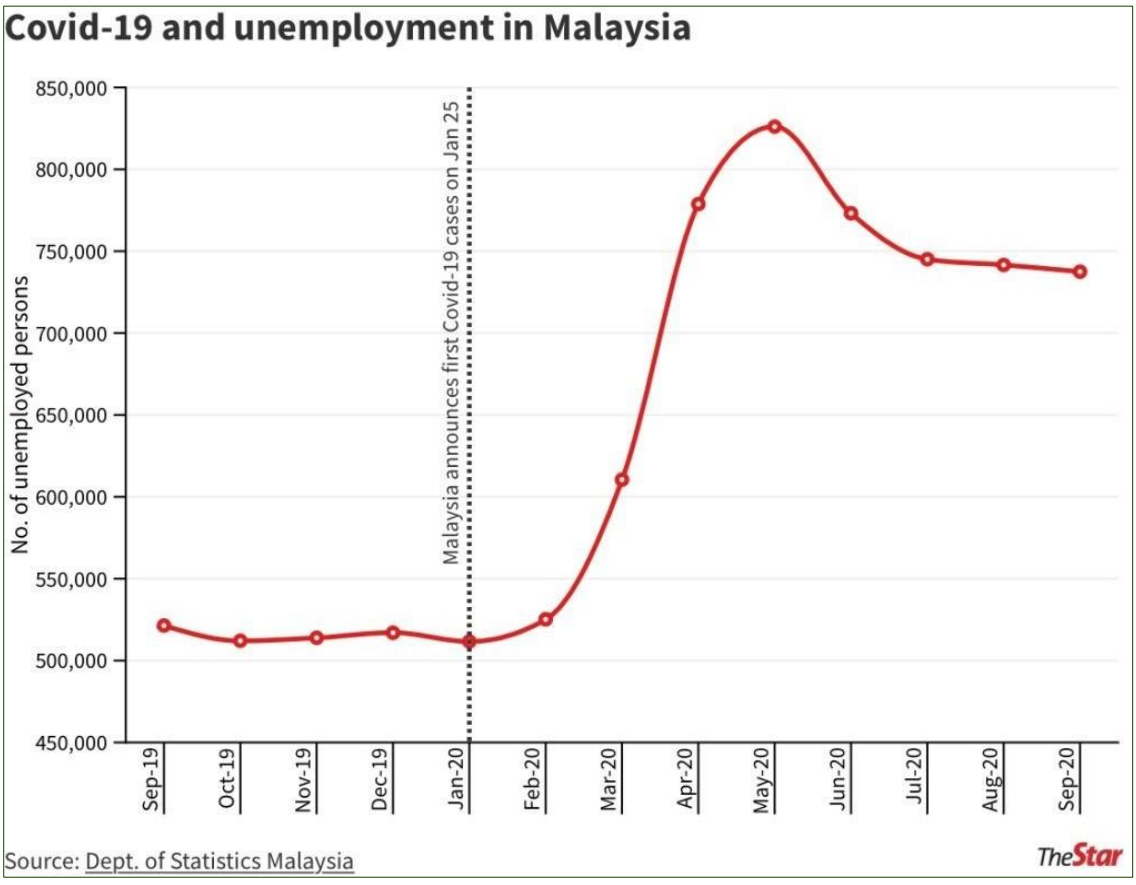


5a) Clarify the need for the government to implement a minimum wage of RM1200 in Malaysia. (2 points)

5b) Inflation caused the minimum wage of RM1200.00 to be insufficient for many householdsin Malaysia to cater to the constantly increasing cost of living. Write **TWO (2)** suggestionson how Malaysians can increase their income. (8 points)

EXERCISE 6

Question 6 is based on the bar graph below.



6a) Based on the line graph above, in your opinion, why did Covid-19 cause such a high unemploymentrate in Malaysia? (2 points)

6b) After May 2020, the unemployment rate is showing a downward trend as Malaysia started to reopen its economy, and job opportunities started to increase. Give **TWO (2)** suggestions on what fresh graduates can do to increase their chances of getting a job. (8 points)

Answers

EXERCISE 1

1. C 2. A 3. B 4. D

EXERCISE 2

1. True 2. False 3. False 4. False

EXERCISE 3

1. A 2. B 3. C 4. D 5. C 6. B

EXERCISE 4

1. B 2. A 3. B 4. B 5. B 6. C

EXERCISE 5

5a) In my opinion, the need for the government to implement a minimum wage of RM1200 in Malaysia is based on the protection it offers to workers in the lowest income strata. **Or**

It is a common reference for employers and employees when hiring.

5b) i) Start an online business like being a drop shipper.. Online businesses allow business owners to sell their products locally and internationally without setting up a physical vendor in that region. It saves them money on taxes and rent that they would have to pay for a storefront while generating extra income.

ii) Do part-time jobs after their regular working hours. Working part-time can sometimes enable an individual to make more money, especially if they can balance more than one job. For example, teach tuition classes at night or turning their hobbies into business.

Gross grammar errors- minus 1 mark

EXERCISE 6

6a) The high unemployment rate shown in the line graph is due to the tight restrictions by the government to control the spread of Covid-19 which only allowed essential economies and services to operate and caused many other work sectors to become inactive.

6b) i) To increase their chances of getting a job, fresh graduates must be looking at all possible sources of jobs. Nowadays, people depend heavily on job search engines to look for jobs. While this is the easiest way to hunt for available positions, the competition will be high. Therefore, fresh graduates should also do a wider research. For example, searching on company's websites and social media pages to see if there are hiring opportunities.

ii) Another way to increase one's chance to get a job is to make the best possible preparations. Fresh graduates should have the skills of preparing an effective resume that can help create a good impression of the knowledge, skills and experience that they possess. Many people lose a chance at job interviews because their resume did not stand out, even though they fulfill all the job requirements. For instance, currently there are many readily available, professional templates that can be accessed for free. Additionally, they can also get their resumes created by professionals who offer resume making service.

Gross grammar errors- minus 1 mark

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okay,
Byeee!

SIGNING OFF

Teng Yee Ling Susan is a Senior Lecturer at the General Studies Department, Politeknik Port Dickson, Malaysia. She has over 15 years of teaching experience and continues to enjoy working with students from all levels on creative language projects like field trips, drama, short story narrations, comic strip activities, creative writing, ESL short film productions, and singing. Her field of interest is creative English language arts. Teng has conducted various English Language projects at the polytechnic, and community college level. She was last seen saying "Hi" to Jessy, the pet tapir at the National Zoo of Malaysia.

Masniza Binti Mansor or better known as 'Teacher Masnija' was the English Language Course Leader cum Senior Lecturer at the General Studies Department, Politeknik Port Dickson, Negeri Sembilan. She is currently attached at the Curriculum Division, the Department of Polytechnic and Community College Education as a Chief Assistant Director. She enjoys working with students from all levels on creative language projects like fun, outdoor language camps, field trips, short film production and performance arts. Masniza has conducted various English language projects for students, lecturers and the community at local and international levels since 2003. She was last seen waving goodbye to *Puteri*, a female ostrich at PD Ostrich and Pet Farm in Port Dickson, Negeri Sembilan.

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