

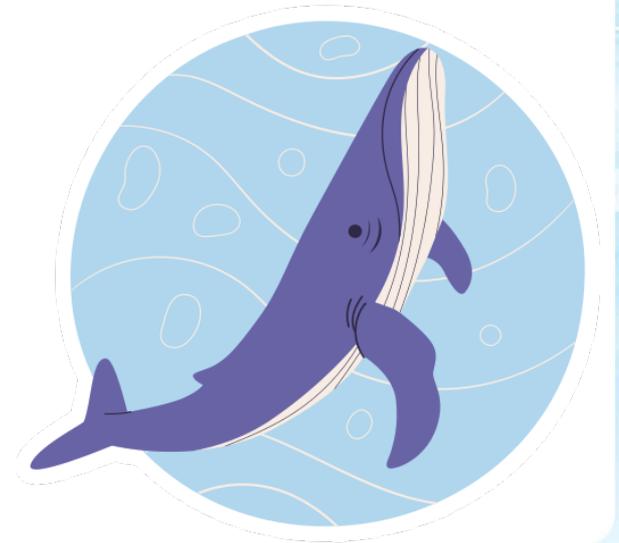
# Lesson 6

# Report



# หัวข้อเรื่อง

## 6.1 Speaking Skill: Report presentation



## Five simple steps for presenting a report : ขั้นตอนการนำเสนอรายงาน

### 1. Introduction :

- Start by introducing yourself and providing some context about the report.
- Briefly outline the purpose and objectives of the report to give the audience an understanding of what to expect.

### 2. Overview :

- Provide a high-level overview of the key points and findings of the report.
- Summarize the main sections or topics that will be covered in more detail during the presentation.



### 3. Main Body :

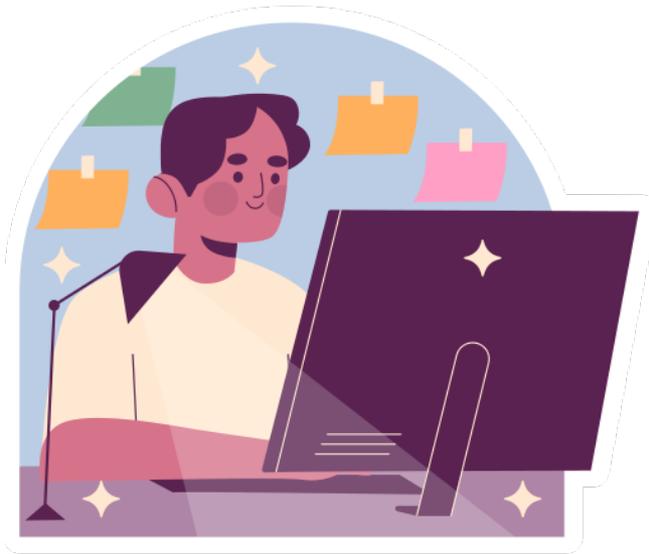
- Present the main content of the report in a clear and organized manner.
- Break down complex information into smaller, digestible chunks.
- Use visual aids such as slides, charts, or graphs to support your points and enhance understanding.

### 4. Discussion :

- Encourage interaction and engagement by inviting questions or feedback from the audience.
- Address any concerns or clarifications that may arise during the presentation.
- Use examples or anecdotes to illustrate key points and make the content more relatable.

## 5. Conclusion :

- Summarize the key findings and insights presented in the report.
- Reinforce the main takeaways and emphasize the significance of the findings.
- Thank the audience for their attention and invite further discussion or follow-up if needed.



## Charts and Graphs for Report : การนำเสนอข้อมูลในรูปแบบกราฟและแผนภูมิ

1. **Bar Chart** : Compares quantities of different categories with rectangular bars.
2. **Line Graph** : Shows trends over time or continuous data with connected data points.
3. **Pie Chart** : Displays proportions of a whole with sectors of a circle.
4. **Scatter Plot** : Visualizes relationship between two variables with individual data points.
5. **Area Chart** : Represents cumulative data or magnitude of change over time with filled areas below a line.

How to present information from charts or graphs? :

การนำเสนอข้อมูลจากกราฟและแผนภูมิ

1. Introduce the Graph or Chart

Example : "Let's take a look at this bar chart, which illustrates our sales performance over the past year."

2. Describe the Title and Axes

Example : "As you can see, the title of the chart is 'Monthly Sales Revenue,' with the months listed on the horizontal axis and the revenue in dollars on the vertical axis."

3. Highlight Key Trends or Patterns

Example : "We can observe a steady increase in sales from January to June, followed by a slight decline in July and August, and then a significant spike in September."



#### 4. Point Out Specific Data Points or Peaks

Example : "For instance, in May, we reached a peak of \$50,000 in sales revenue, which was our highest month of the year."

#### 5. Explain Any Fluctuations or Anomalies

Example : "The decrease in sales during July and August can be attributed to the seasonal slowdown typically experienced during the summer months."

#### 6. Offer Interpretations or Insights

Example : "Overall, this chart indicates that our sales performance has been generally positive, with a few fluctuations due to seasonal factors."

#### 7. Summarize the Main Points

Example : "To summarize, we've seen a consistent upward trend in sales throughout the year, with a few expected fluctuations along the way."

## 8. Invite Questions or Discussion

Example : "Does anyone have any questions or observations about the data presented in the chart?"

### 6.1 Speaking Skill: Report presentation

**1. Introduction :** Begin by greeting the audience and announcing the purpose of your presentation. This step sets the tone for the meeting and informs attendees about the topic you'll be discussing.



#### Examples

"Good morning, everyone. Today, I'll be presenting the quarterly sales report."

"Hello, team. I'd like to share the findings from our recent market analysis report."

"Hi, everyone. I'm excited to discuss the progress of our project based on the report I've prepared."

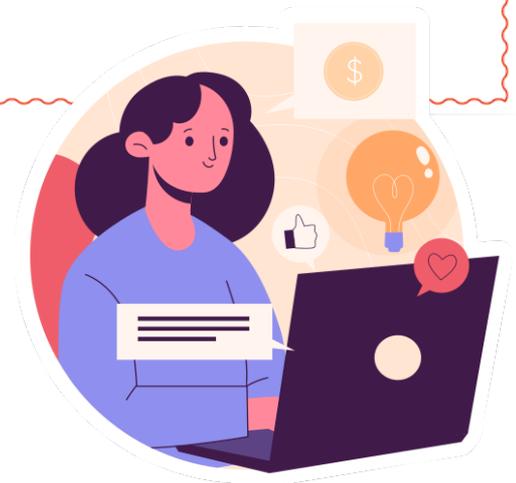
**2. Overview of the Report :** Provide a roadmap of what the audience can expect to see in the report. This step gives context to the presentation and helps the audience understand its structure.

**★ Examples**

“First, let me give you a brief overview of what you can expect to see in this report.”

“The report is divided into three main sections: sales analysis, market trends, and recommendations.”

“This report summarizes the data collected over the past quarter and provides insights into our performance.”



**3. Presentation of Key Findings :** Present the main findings and insights from the report. This step highlights the most important information and provides a summary of the key points.

 **Examples**

“Our sales have increased by 15% compared to the previous quarter, exceeding our target.”

“We’ve identified a growing trend towards eco-friendly products, which presents new opportunities for us.”

“The project is on track, with 80% of the milestones completed within the expected timeline.”

**4. Discussion and Analysis :** Open the floor for questions, comments, and discussions about the findings presented. This step encourages engagement and allows the audience to analyze the data further.

 **Examples**

“Now, let’s open the floor for questions or comments on the findings presented.”

“Let’s brainstorm ideas for addressing the challenges highlighted in the customer feedback section.”

“I’d like to hear your thoughts on how we can capitalize on the market trends identified in the report.”

**5. Conclusion and Next Steps :** Summarize the presentation and reiterate its significance. This step reinforces the key takeaways and outlines the next steps or actions to be taken based on the report's findings.

 **Examples**

“In conclusion, this report provides valuable insights that will guide our decisionmaking moving forward.”

“Thank you for your attention and participation. Let’s take the insights from this report and use them to drive our strategy.”

“I encourage everyone to review the report in detail and reach out to me with any additional thoughts or questions.”

thank you

for watching