**Activity 1**

How to describe a line graph

The graph shows / indicates / depicts / illustrates/ summarises the results of a survey carried into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The bar chart below presents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the **base year** (\_\_\_\_\_) the number of work-related accidents **stood at** \_\_\_\_\_\_\_\_\_

**By the end of the period** it declined/increased to \_\_\_\_\_\_\_\_\_\_\_\_\_

The greatest decrease (increase) /most pronounced decrease (increase) **occurred/ was reported** in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It underwent **an increase of** \_\_\_\_\_\_\_\_ %

The number of cases **increased/decrease by** \_\_\_\_\_\_\_\_ %/ by 2,000.

It **reached an all-time low/high of** \_\_\_\_\_\_\_ cases in 2015.

**Activity 2**

From cause to effect and effect to cause. Practice activity.

Match the expressions below to the right gap. Sometime more than one answer is possible. Make sure that you explore all the possible options.

|  |  |
| --- | --- |
| the cause  | it arises as a result of |
| as | as a consequence |
| caused | leads to  |
| as a result | because/since/as |
| brought about | consequently |

1. In our partnership organisation, all workers are well cared for. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, creativity is at an all-time high.

2. The traditional pay merit system with its traditional appraisal system is not working \_\_\_\_\_\_\_\_\_\_\_\_\_\_ its motivational value is very low.

3. Decrease in productivity is often \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of high staff turnover.

4. Decrease in productivity is often \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by high staff turnover.

5. A feeling of camaraderie in the workplace usually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ better performance and reduces work-related (aka occupational) stress.

6. The number of stress-related accidents has been on the increase over the last 10 years. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the cost of employer liability insurance has gone up threefold.

7. Changes in the global economy have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an unprecedented surge in disparities between the rich minority and the vast majority of the have-nots.

8. In an adversarial organisation, there is a strong feeling of mistrust between staff and management. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the basic perception whereby managers view workers as enemy.

9.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ top-down management is not effective in today’s companies, corporate managements increasingly rely on the bottom-up management format.

**3. Rewrite the sentences using the words and phrases given in brackets.**

1. Superiors sometimes lose temper when under excessive stress. (*causes them to*)

2. SME enterprises sometimes cut output as a result of pressure from competitors. (*causes enterprises*)

3. Excessive reliance on computerisation is a major cause of disruptions in supply chains. (*major consequence*)

4. We are having serious cashflow problems as a result of late payers and a credit crunch. (*given rise*)

6. Stress occasionally leads to workplace accidents. (*occasional consequence*)
7. Repetitive work often causes boredom and demotivation amongst workers. (*gives rise)*

8. The severe payment delay has been causing credit problems. (*arisen*)