

Build a data report

What does a clear data report look like?

AIMS

How confident are you now? Circle one face for each aim at the end of the lesson.

Content Understand how a data report is built.



Language Write a clear paragraph: finding, evidence, careful conclusion.



Skills Listen for key words. Write key words only.



Check: What will your report be checked on?

Read each “I can ...” statement. Rate yourself: 1 not yet · 2 getting there · 3 confident. Circle one number.

Teacher: Self-rating only: do not collect or grade. Evidence and careful conclusions are often rated lowest; use this in Lesson 10.

FINDINGS	I can describe the main findings. <i>main trends or patterns</i>	1	2	3
EVIDENCE	I can use data as evidence. <i>figures and percentages from both graphs</i>	1	2	3
CAREFUL CONCLUSIONS	I can make careful conclusions. <i>what the data suggests, no more</i>	1	2	3
ORGANISATION	I can organise the report clearly. <i>ideas in a clear order</i>	1	2	3
DATA LANGUAGE	I can use clear data language. <i>words for trends, amounts and comparisons</i>	1	2	3

Compare: which is your strongest? Which will you practise?

REMEMBER Read the key words. Write each word in your own language.

Teacher: The last column is for learners' own language.

	MEANING	IN MY LANGUAGE
data	facts and numbers you collect	
indicate	show or point to	
evidence	facts or numbers that support a point	
conclusion	a decision about what the data tells you	
relevant	connected to your point	



Listen: Look at the graphs. Listen and write key words

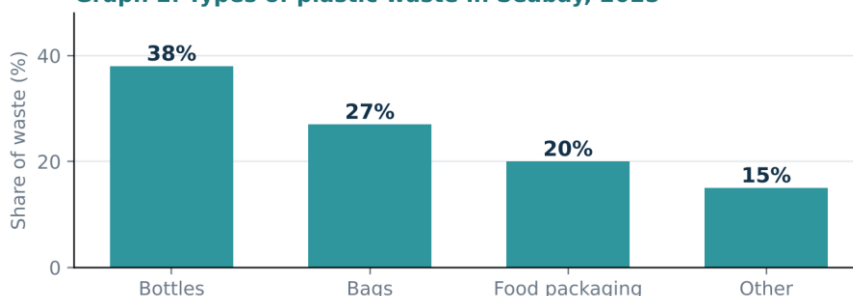
Look at both graphs. Listen to the briefing. Write key words only. Cross out the small words. Any language is fine.

Teacher: Pairs talk through slide 7's five questions aloud first (no writing). Listen 1: rows 1 and 2. Listen 2: rows 3 and 4. Accept key words in any language.

Graph 1. Plastic waste collected in Seabay



Graph 2. Types of plastic waste in Seabay, 2025



Suggested answers:

1	THE QUESTION What does the speaker want to find out? <i>Listen 1</i>	plastic waste: going up or down?
2	THE MAIN FINDING What is the answer? <i>Listen 1</i>	increased steadily, 2019–2025
3	USEFUL FIGURES Which numbers are evidence? <i>Listen 2</i>	120 tonnes (2019), 200 tonnes (2025); bottles 38%, bags 27%; together 65%
4	THE CAREFUL CONCLUSION What does it suggest? What does it not show? <i>Listen 2</i>	suggests Seabay may have a recycling problem; does not show why; cannot be sure

REMEMBER Key words only: topic, numbers, units. Symbols are fine: ↑ ↓ + – =



Read: The written report

Read the report. Find the five parts. Write the sentence numbers.

Teacher: Colours in this key show the job of each sentence. For the underlining, accept any trend phrase and any quantity phrase from the report.



REPORT: PLASTIC WASTE IN SEABAY

1 These two graphs show information about plastic waste in Seabay. 2 Graph 1 shows how much plastic waste the town collected each year from 2019 to 2025. 3 Graph 2 shows the types of plastic in the waste in 2025.

4 The main trend in Graph 1 is that the amount of plastic waste increased steadily. 5 In 2019, Seabay collected 120 tonnes, but in 2025 it collected 200 tonnes, an increase of 80 tonnes. 6 There was a very small fall in 2022, from 150 to 148 tonnes, but the overall trend is clear.

7 Graph 2 shows that bottles and bags are the largest types of plastic waste. 8 Bottles are 38% and bags are 27%, whereas food packaging is 20% and other types are 15%. 9 The share of bottles is more than double the share of other types. 10 Bottles and bags together are 65%, which is just under two thirds of the waste.

11 This suggests that Seabay may have a problem with recycling. 12 Perhaps people are not recycling bottles and bags, or there are not enough recycling bins. 13 However, the data does not show why the amount of plastic waste is increasing, so we cannot be sure without more information.

FIND IT Write the sentence numbers. Underline a trend phrase and a quantity phrase.

Opening	Sentences 1, 2, 3
Main finding	Sentences 4, 7
Evidence	Sentences 5, 6, 8, 9, 10
Careful conclusion	Sentences 11, 12, 13

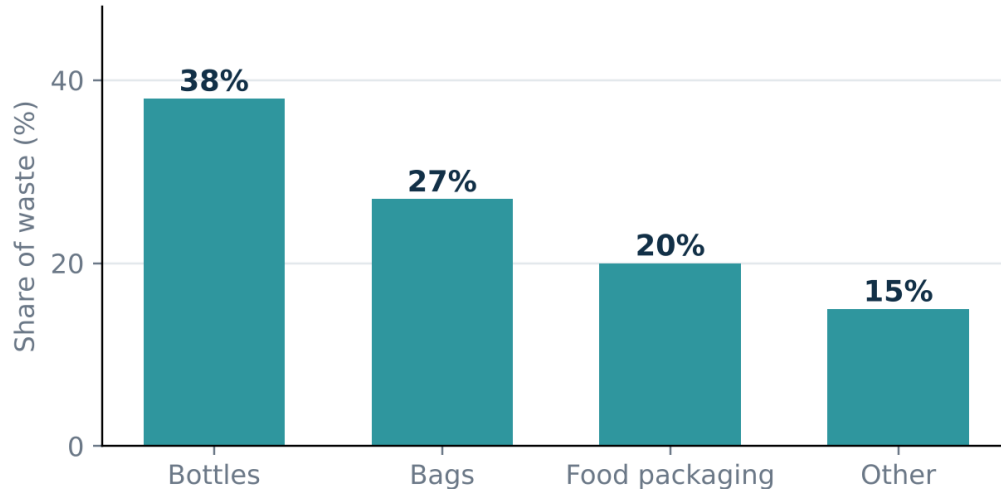


Think: A weaker paragraph

A student wrote about Graph 2. Find the problems. Underline them and write 1, 2 or 3 above them.

Teacher: The first sentence is a good topic sentence. Accept underlining of the key words or of the whole sentence. Problems are tagged in the paragraph and answered under the questions.

Graph 2. Types of plastic waste in Seabay, 2025



THE PARAGRAPH

Graph 2 shows the types of plastic waste in Seabay in 2025. Bottles are **a big part** of the waste. [1] In 2020, Seabay collected **135 tonnes** of plastic. [2] Bags are also **a big part**. [1] This **proves** that bottles and bags are **the reason** the waste is increasing, so Seabay **must stop them**. [3]

1

Does each point have a figure?

No. Sentences 2 and 4 say “a big part” with no figure.

2

Is every figure relevant?

No. Sentence 3: 135 tonnes is from Graph 1, not Graph 2.

3

Does the conclusion say more than the data shows?

Yes. “proves”, “the reason” and “must stop” say too much.

relevant = connected to your point. A relevant figure helps to support your point.



Write: Rewrite the paragraph

Fix the three problems. Write 55–75 words about Graph 2.

Teacher: Suggested answer is 59 words. Accept any valid hedged reason. Common errors: proves, 135, 38 without %, highest.

KEY LANGUAGE Say it first. Then write it.

1 TOPIC SENTENCE

Graph 2 shows the types of plastic waste in Seabay in 2025.

2 FINDING

___ and ___ are the largest types of plastic waste.

3 EVIDENCE

___ is ___% and ___ is ___%.

4 CAREFUL
CONCLUSION

This suggests ___, but the data does not show ___.

We would need more information to find out ___.

Suggested answer: Graph 2 shows the types of plastic waste in Seabay in 2025. Bottles and bags are the largest types of plastic waste. Bottles are 38% and bags are 27%. This suggests that Seabay may have a problem with recycling, but the data does not show why. We would need more information to find out why the amount of plastic waste is increasing.

WORD COUNT Target: 55–75 words. My words: _____

CHECK Swap with a partner. Tick the checklist. Give one thing to improve.

☐ Is there a topic sentence?

☐ Does each point have a figure?

☐ Is every figure relevant?

☐ Is the conclusion careful? (suggests, might, does not show)

☐ Are there 55–75 words?

EXIT TICKET What does a clear data report look like?

The writer ... (students' own: e.g. added percentages, cut an irrelevant figure, used "suggests").

I will use ... (students' own phrase).



Listen: Transcript: model data briefing

Read the transcript while you listen. Then underline the language and write 1, 2 or 3 above the words.

Teacher: Learners underline and number the words. Accept "Graph 2 shows" as 1 and "may" as 3 as well. Answers are shown in the text and under each question.

- 1 Which words introduce the data? **My question is...** · **Graph 1 shows that...**
- 2 Which words describe the trend? **increased steadily** · **one very small fall** · **the overall trend is an increase**
- 3 Which words show the speaker is careful? **This suggests...** · **Perhaps...** · **However, the data does not show why, so we cannot be sure.**

Good morning. Today I will explain two graphs about plastic waste in Seabay. **My question is:** is the amount of plastic waste going up or down? **Graph 1 shows that** the amount of plastic waste collected **increased steadily** from 2019 to 2025.

For example, in 2019 Seabay collected 120 tonnes, but in 2025 it collected 200 tonnes. There was **one very small fall**, in 2022, but **the overall trend is an increase**.

Graph 2 shows the types of plastic in the waste in 2025. Bottles and bags are the largest types.

5 Bottles are 38% and bags are 27%, so together they are 65% of the waste.

This suggests that Seabay may have a problem with recycling. **Perhaps** people are not recycling bottles and bags, or there are not enough recycling bins. **However, the data does not show why, so we cannot be sure.**