Level 5 Business Writing

Worksheet 3: Reporting trends and figures

1 Discuss the questions in groups.

- What are some of your country's largest exports? What does your country import a lot of?
- What is your country's balance of trade like? Does it currently export more or less than it imports?
- Which countries are some of your country's main trading partners (for exports or imports)?

2 Read an international trade report about Brazil. Answer the questions.

- 1 Which exports have increased this month? Which exports have fallen?
- 2 In which market sector have imports increased?
- Who are Brazil's two main trading partners?
- 4 What predictions does the report make about future exports and imports?

Trade in Brazil

We begin our monthly summary of trends in international trade with one of the fastest-growing economies in the world, Brazil.

Exports

This month exports in Brazil decreased slightly to \$15,549 million USD from \$15,991 million USD in the previous month. Brazil is the world's largest exporter of soybean (41%), orange juice (55%), and sugar (35%). Exports of all three products rose steadily again this month. However, there was a sharp fall compared to last month in other exports including iron ore, oil, and coffee. This was due to current economic pressures in China and especially in the USA. Despite these falls, market analysts believe Brazil's overall export figures for this year will remain at similar levels to last year.

Imports

Imports went down by 3% from last month but this was predictable because last month's figures reached a peak of \$22,105 m illion USD, with major growth in imports of consumer durable goods, including cars. Brazil's two main trading partners (China and the USA) took a 30% share of the total import trade. Because of the increasing demand for consumer products, in particular electronics, Brazil's imports will probably reach an all-time high by this time next year.

3 Underline words and phrases that describe trends in the report in Exercise 2. Write them in the correct column of the table and write if the word is a *verb* (v), adjective (adj), adverb (adv), or noun (n).

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to increase (v) quickly (adv)	a sudden (adj) drop (n)	to level out (v)

- 4 Work in groups to think of other words to describe trends. Add them to the table.
- **5** Answer these questions about the report in Exercise 2.
 - Why was there a sharp fall compared to last month in other exports including iron ore, oil, and coffee?
 - Why will Brazil's imports probably reach an all-time high by this time next year?
 - What two phrases did the writer use to introduce the reason for these two trends?
- 6 Look at the prepositions in **bold** in these sentences from the report. Complete sentences 1–6 with these prepositions.

This month exports in Brazil decreased slightly to \$15,549 million USD from \$15,991 million			
USD. Imports went down by 3%.			
Brazil's overall export figures for this year will remain at similar levels to last year.			
1 Annual sales fell 1.2 million 1.15 million this year.			
Exports in the UK this month stayed \$30,000 million.			
3 Tax on consumer durables rose again 2.8% this year.			
Hong Kong's Hang Seng Index remained steady around 0.1% owing to			
steady growth figures.			
5 Spending on raw materials increased \$250,000 \$280,000.			
6 Because of news of poor employment figures, the London FTSE fell 1.3%			
Write a short report of some trends and figures in your company or for a			

company you know well. For example, compare sales figures from last month and

this month or from last year to this year. Give some reasons for the trends.

I CAN	
report trends	
use prepositions to report figures	
give reasons for trends	