Level 5 Business Writing

Worksheet 4: Summarizing results

1 Discuss the questions in groups.

- 1 What types of energy does your country produce?
- 2 What types of energy does your country export? Who to?
- 3 What types of energy does your country import? Who from?

2 Read this summary report. What does the table show?

World energy resources

Life

The World Energy Council publishes a report on global energy resources once every three years. The following is a summary of production of five of the major energy resources in the world, based on WEC data. The table shows the top three producing countries in **each** category. **All** the figures are for production in one year.

Energy Resource	1	2	3
OIL	Saudi Arabia 515 m tons	Russia 489 m tons	USA 305 m tons
COAL	China 1.95 thousand Mtoe	USA 743 Mtoe	India 361 Mtoe
GAS	Russia 534 Mtoe	USA 494 Mtoe	Canada 144 Mtoe
NUCLEAR	USA 68.5 Mtoe	France 33.5 Mtoe	Japan 22.4 Mtoe
WIND	USA 4.76 Mtoe	Germany 3.47 Mtoe	Spain 2.69 Mtoe

(Mtoe = millions of tons of oil equivalent)

Based on World Energy Council data: http://www.worldenergy.org/data/resources/

Some key results:

- Saudi Arabia is the top oil producer in the world. It **isn't** in **any** other category.
- The USA is a top producer of **both** nuclear energy and wind power.
- Several of the leading producers in the table are also the largest countries in the world (Russia, Canada, the USA, and India).
- A few smaller countries (France, Japan, Germany, and Spain) are top producers of nuclear and wind power.
- Neither China nor Russia is a top producer of any renewable energy.

- **3** Read the report again. Answer these questions yes (Y), no (N), or don't know (DK) if the information is not given in the report.
 - 1 Does the table show the top five energy resources in the world?
 - 2 Does the World Energy Council report on top global energy producers every year?
 - 3 Does Saudi Arabia produce the most oil in the world?
 - 4 Is the USA one of the leading producers in every category?
 - 5 Are Russia, China, and the USA the top three producers of solar energy?
 - 6 Are any European countries listed in the table?
 - 7 Is Canada one of the largest countries in the world?
 - 8 Does the United Kingdom produce any wind power?

4 The words in **bold** in the report summarize quantities. Add them to this table.

100%	LARGE NUMBER	THREE OR MORE	TWO	0%
every	many		either	none of
	a lot of			nor
	most			not

5 Read this summary table of top producers for four more types of energy. Complete the sentences 1–8 with words from Exercise 4. In some sentences there is more than one answer.

ENERGY RESOURCE	1	2	3
GEOTHERMAL	USA 1.28 Mtoe	Philippines 743 ktoe	Indonesia 706 ktoe
Solar	Germany 5.8 GW	Spain 3.35G W	Japan 2.14 GW
Hydropower	China 49.9 Mtoe	Canada 32.4 Mtoe	Brazil 31.4 Mtoe
Ρεατ	Finland 1.13 Mtoe	Ireland 703 ktoe	Belarus 538 ktoe

(Mtoe = millions of tons of oil equivalent, ktoe = thousands of tons of oil equivalent, GW = Gigawatts)

- 1 ______ the countries in the table are top three producers of a type of energy.
- 2 _____ Finland and Ireland are top producers of peat.
- 3 _____ top hydropower producer is a large country.
- 4 ______ of the top Geothermal producers are European.
- 5 There aren't _____ South American countries in the table.
- 6 Germany produces more solar power than _____ Spain or Japan.
- 7 _____ of the countries in the table are European.
- 8 _____ the United Kingdom nor France are in the table.
- **6** Choose a table of results from your company or connected with your work. Write a short summary of the key results from the table.

I CAN	
summarize tables of results	
report key information	
use quantifiers and determiners for reporting and summarizing	