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**1** Describing a pie chart (Ein Kuchendiagramm beschreiben)

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| --- | --- | --- | --- | --- |
| Internet | |  |  |  |
|  | the news | | | |
|  | This pie chart shows some important skills many companies expect from people working for them. | | | |

Your friend has a job interview next week. Complete the text that tells him or her what is really important. Use the data from the pie chart and the words given below.

applying for

avoid

circle

complain about

applying for

deals with

detail

hire

internships

phrases

Hi, …

Don’t be so nervous. Shall I give you some tips for your interview? Here’s a pie chart for the UK. Its data was collected in December 2020.

The whole (1) circle is divided into four segments which show four different skills.   
It (2) deals with the most important skills many companies expect from their applicants.

5 % of the companies say the most important skill is to (3) be on time . The chart also shows that a quarter of the companies think that (4) listening to the interviewer carefully is one of the most important skills. If you don’t listen well, you might miss the questions you are asked.

Don’t forget to (5) show interest in the job you are (6) applying for .

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However, the chart shows that the most important skills are good (7) communication skills ; that means you should try to speak clearly and calmly. Always think before you speak. Try to (8) avoid “ums”. “Buy” yourself time by repeating the interviewer’s question or by using (9) phrases like “That’s an interesting question.” And don’t forget one important (10) detail : No company wants to   
(11) hire someone with a bad attitude. So don’t (12) complain about your last company or your school.

Remember, your (13) body language is just as important as your words. So, walk into the room with a smile on your face and say hello in a friendly way. The chart also shows that for one third of the companies your (14) work experience is quite important. Inform the interviewer where and when you did your (15) internships and what you thought about them.

From the chart you can learn the most important things for a successful job interview.

OK, that’s all from me. Now I wish you all the best for next week.

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**2** Describing a bar chart (Ein Säulendiagramm beschreiben)

This bar chart shows students’ plans for their time after school. The survey was done in two year 10 classes (M10) at a Bavarian middle school in June 2020.

|  |
| --- |
|  |

The bar chart about students’ plans after school is being explained in an article for your school magazine. Complete the text with words and numbers from the boxes. You don’t need all of them.

lower

majority

future plans

more

very few

twice as

Less

do

make

opinion

know

apprenticeship

for times

done

minority

50

The bar chart was (1) done by a Bavarian middle school in June 2020.   
It’s about the (2) future plans of school leavers with an intermediate exam.

The chart clearly shows that starting an (3) apprenticeship is very popular for the  
(4) majority of the students. More than 30 of the boys said that they would do an apprenticeship. Interestingly, the number of girls who want to go to another school is (5) twice as high as it is for boys. Only 10% of the girls said they would probably (6) do some voluntary work; the share of boys is even (7) lower . (8) Less than 10 girls want to do an internship and the number of boys is even lower. Only (9) very few don’t know what to do yet, with (10) more boys than girls. It’s great that the majority of boys and girls already (11) know what they want to do after school.