**Reporting Trends**

**Study the sales figures in the box. Then write one word in each space to complete the report below. The first letter is given.**

SALES (in $)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| JAN  12m | FEB  8.5m | MARCH  10.8m | APRIL  11m | MAY  10.9m | JUNE  11.5m | JULY  16.7m | AUG  18.4m |

In January, sales **(1)** at $12m and then **(2)** to $8.5m the next month, when they hit their lowest **(3)** in the first half year. Sales **(4)** to $10.8m in March and then **(5)** between $11m and $11.5m in the period April – June. This was followed by a **(6)** increase in July, when sales jumped **(7)** $11.5m to $16.7m. The recovery continued in August, when sales **(8)** a **(9)** of $18.4m. Like in preceding years, we expect sales to **(10)** off in the next two months, after which they will probably decline gradually over the autumn and winter months.

*dramatic; fall; fluctuate; from; level; peak; point; reach; rise; stand*

**Writing Numbers**

**Write the underlined numbers in these sentences in words or as numbers.**

**Example:**

They acquired Santol in *1999*. *Nineteen ninety-nine*

Food prices increased by *three per cent*. *3%*

1. A third of the population lives near the poverty line.
2. About 3/4 of the shareholders agreed.
3. Inflation is up by only 0.28%.
4. They cost ¥380 each.
5. Five hundred and fifteen people visited the trade show yesterday.
6. Profit increased by 18.5%.
7. They lost one million three hundred and seventy-five thousand euros.
8. Their debts amount to $3.5bn.
9. They've postponed the project till 2015.
10. It costs exactly $4.99.