

| We expected at least a dozen people at the meeting, but only a few turned up. |  |
| :--- | :--- |
| I didn't have any breakfast, I just had a handful of biscuits. |  |
| Your report is very interesting but I have several questions. |  |
|  |  |
| $30 \%$ | much less than 50\%. |
| $47 \%$ | almost 50\%, a little under 50\%, slightly less than 50\%, less than half. |
| $48-52 \%$ | around 50\%, about 50\%, approximately 50\%, roughly 50\%, <br> somewhere in the region of 50\%, 50\% or so, more or less 50\%. |
| $50 \%$ | exactly 50\%, precisely 50\%. |
| $53 \%$ | a little over 50\%, slightly more than 50\%, in excess of 50\%, more than <br> half. |
| $70 \%$ | considerably more than 50\%, much more than 50\%. |
| In the survey, only 12\% of our customers expressed a preference, which is much |  |
| less than a fifth. |  |
| Almost half of our customers want free delivery. |  |
| Precisely 60\%, or six out of every ten of our customers want free delivery. |  |
| Roughly half, or 55\% of our customers want free delivery. |  |
| $75 \%$, or three quarters of our customers want free delivery, considerably more <br> than we expected. |  |
| $75 \%$, or the majority of our customers want free delivery. |  |
| Only a fifth of our customers want free delivery which is a small minority. |  |
| A tiny minority of our customers, just 5\%, want free delivery. |  |


| Expressions and idioms |
| :--- |
| He’s earning a six-figure salary, around $\$ 150,000$. |
| The money I owe you is $€ 18.50$, I've rounded it up to $€ 20$. |
| The total comes to $£ 304.25$, I've rounded it down to $£ 300$. |
| The total comes to $£ 304.25$, let's call it $£ 300$. |
| $£ 300$ is a round number. |
| A rough estimate of the project cost is around $\$ 60,000$. |
| $\$ 60,000$ is a ball park figure for the project cost. |
| Our profits for the first three months of the year were up 5\%. |
| Our profits for the first quarter were up 5\%. |
| Our profits for Q1 were up 5\%. |
| Our profits for the last six months of the year were up 10\%. |
| Our profits for the second half of the year were up 10\%. |
| Our profits for Q3 and Q4 were up 10\%. |
| He will arrive between six and eight this evening. |
| He will arrive at seven this evening, give or take an hour. |
| Salesman A and salesman B achieved their targets so they both get a bonus. |

Salesman A and salesman B didn't achieve their targets so neither get a bonus. I went on holiday for two weeks.
I went on a two-week holiday.
I went on holiday for a fortnight.

| Describing graphs, charts and trends |  |
| :---: | :---: |
| As you can see from this graph (sales) are increasing. |  |
| On the graph, you will note (sales). |  |
| I'd like to show you this chart of (sales). |  |
| Let me draw your attention to this table. |  |
| Let's look more closely at these figures. |  |
| This figure refers to (sales). |  |
| This chart shows (sales). |  |
| The table represents (sales). |  |
|  |  |
| Describing increase |  |
| + | (Sales) increased last year./There was an increase in sales last year. |
| + | (Sales) went up last year. |
| + | (Sales) rose last year/There was a rise in sales last year. |
| + | (Sales) grew last year. |
| + | There was a slight increase in (sales) last year./(Sales) increased slightly last year. |
| + | There was a small increase in (sales) last year. |
| + | There was an upward trend in (sales) last year. |
| ++ | There was a strong upward trend in (sales) last year. |
| ++ | There was a marked increase in (sales) last year. |
| ++ | There was a substantial increase in (sales) last year. |
| +++ | There was a steep increase in (sales) last year./(Sales) increased steeply last year. |
| +++ | There was a sharp increase in (sales) last year./(Sales) increased sharply last year. |
| +++ | There was a dramatic increase in (sales)./(Sales) increased dramatically. |
| +++ | (Sales) soared last year. |
| +++ (Sales) rocketed last year. |  |
|  |  |
| Describing decrease |  |
| - | (Sales) decreased last year./There was a decrease in sales. |
| - | (Sales) went down last year. |
| - | (Sales) fell last year./There was a fall in sales. |


| - | (Sales) dropped last year./There was a drop in sales. |
| :--- | :--- |
| - | There was a slight decrease in (sales) last year./(Sales) decreased <br> slightly last year. |
| - | There was a small decrease in (sales) last year. |
| - | There was a downward trend in (sales) last year. |
| - | There was a strong downward trend in (sales) last year. |
| - | There was a marked decrease in (sales) last year. |
| - | There was a substantial decrease in (sales) last year. |
| -- | There was a steep decrease in (sales) last year./(Sales) decreased <br> steeply last year. |
| -- | There was a sharp decrease in (sales) last year./(Sales) decreased <br> sharply last year. |
| -- | There was a dramatic decrease in (sales)./(Sales) decreased <br> dramatically. |
| --- | (Sales) plummeted last year.(Sales) fluctuated last year./There were some fluctuations in (sales) last <br> year. |
| $=$ | There were some variations in (sales) last year. |
| $=$ | (Sales) stabilised last year. |
| $=$ | (Sales) levelled off last year. |

