

Communicating Data Insights Through Reports and Presentations

Part 1: Office Roleplay Dialogue

Scenario: A Data Analyst, Yuki, is discussing how to present data findings effectively with her colleague, Alex, in preparation for a stakeholder meeting.

Alex: Hey Yuki, have you finished the **report generation** for the quarterly sales review?

Yuki: Almost! I've structured the key findings, but I still need to refine the **presentation** slides.

Alex: That's important. Stakeholders prefer a clear **narrative** rather than just numbers.

Yuki: Exactly! I'm making sure each data point supports a meaningful **insight** about market trends.

Alex: Good approach. Have you considered tailoring the content based on the **audience**?

Yuki: Yes, for executives, I'm focusing on high-level insights, while for the sales team, I'll include more detailed breakdowns.

Alex: Makes sense. Will you be using graphs and visuals in the **presentation**?

Yuki: Definitely. A mix of charts and key statistics will make the data more digestible.

Alex: Sounds great. Also, make sure the **narrative** is easy to follow so they understand the key takeaways.

Yuki: Absolutely. I'll finalize the **report generation** today and practice my delivery.

Alex: Perfect! Let me know if you need a second opinion before the meeting.

Part 2: Comprehension Questions

1. What is Yuki currently working on?

- (A) Designing a new company logo
- (B) Editing a financial contract
- (C) Report generation
- (D) Scheduling social media posts

2. Why does Alex emphasize the importance of a narrative?

- (A) It helps make data more meaningful
- (B) It makes the report longer
- (C) It replaces the need for graphs
- (D) It removes unnecessary insights

3. How is Yuki tailoring the content for different audiences?

- (A) By making the report only about financial performance
- (B) By providing high-level insights for executives and details for the sales team
- (C) By removing all complex data points
- (D) By sending different reports to every stakeholder individually

4. What is Yuki using to make the data more digestible?

- (A) Only text descriptions
 - (B) A lengthy document with no visuals
 - (C) A spreadsheet with raw numbers only
 - (D) A mix of charts and key statistics
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Part 3: Key Vocabulary Definitions in Japanese

1. **Report Generation (レポート作成)** – データを整理し、分析結果を文書やグラフの形でまとめるプロセス。
 2. **Presentation (プレゼンテーション)** – ステークホルダーにデータや分析結果を効果的に伝えるための視覚的な資料や説明。
 3. **Insight (インサイト・洞察)** – データ分析から得られる重要な発見や理解。
 4. **Narrative (ナラティブ・ストーリー性)** – データを単なる数値ではなく、意味のあるストーリーとして伝える手法。
 5. **Audience (オーディエンス・対象者)** – プレゼンテーションやレポートを受け取る人々。データの内容は対象者に合わせて調整されるべき。
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Part 4: Questions & Correct Answers

1. What is Yuki currently working on?

☒ (C) Report generation

2. Why does Alex emphasize the importance of a narrative?

☒ (A) It helps make data more meaningful

3. How is Yuki tailoring the content for different audiences?

☒ (B) By providing high-level insights for executives and details for the sales team

4. What is Yuki using to make the data more digestible?

☒ (D) A mix of charts and key statistics