Organizing information

prepared by: K. JULOW

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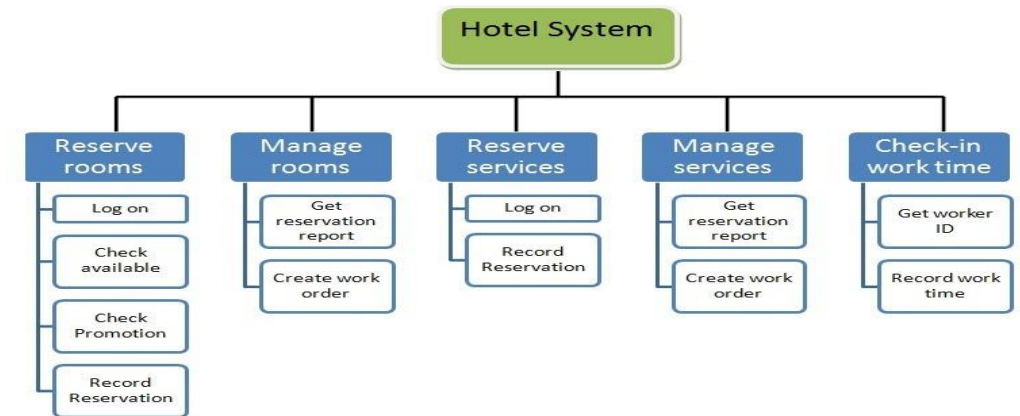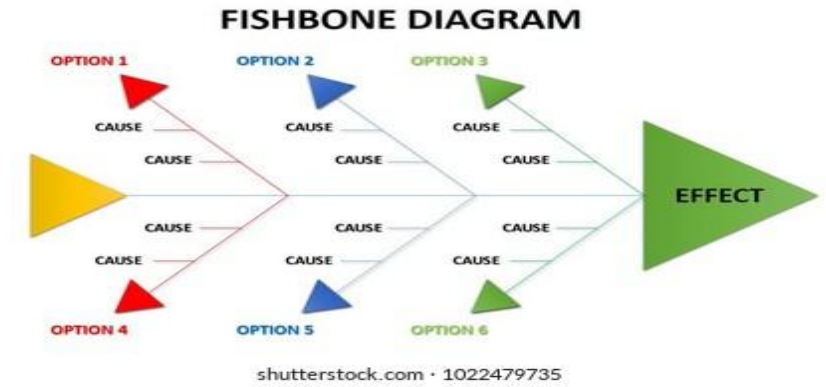
Why to filter & validate information?

- Weed out redundant information

- Check quantity of information

- Check your audience: can you share information with them? (e.g. GDPR, secrecy),

- Is information relevant to the audience? (analysis paralysis)

- Test data

- Meet people

- Group discussion: do you, and if so, why do you filter information?

Why to visualize information?
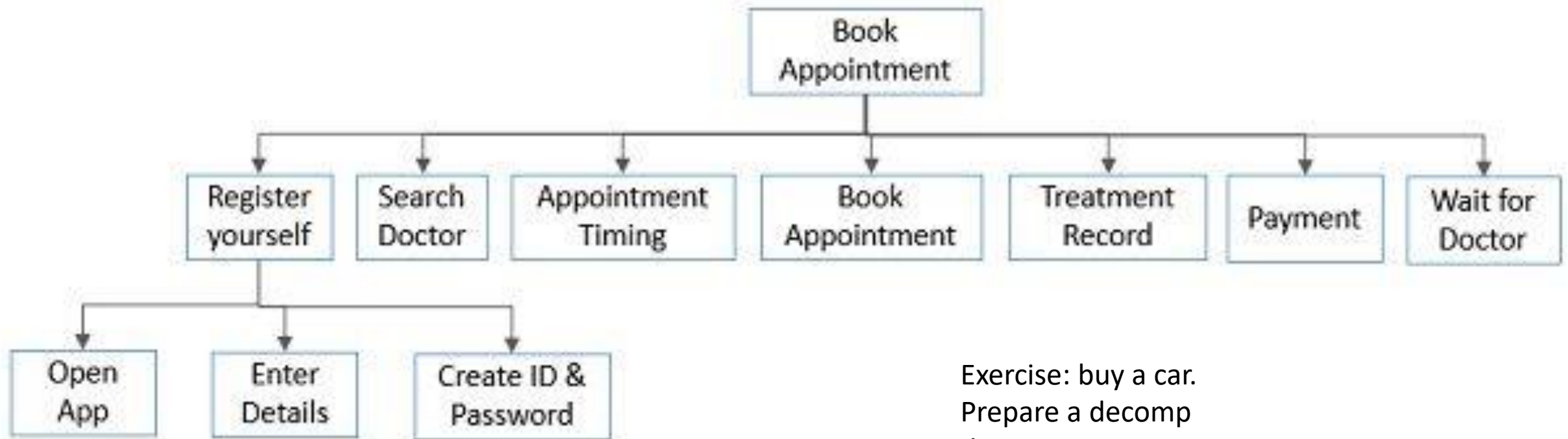
- Visualize to clarify details

- Decompose information to:

- Validate your scope, focus (what shall we work on?)

- Chop up the „big problem" into understandable chunks

- Group problems/issues/topics logically (fishbone)

- Understand drivers behind a problem

- Easier to seek validation and confirmation (are we on the same page?)

FISHBONE DIAGRAM

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decomposition

Exercise: buy a car.
Prepare a decomp
diagram

Root cause analysis

FISHBONE DIAGRAM

OPTION 1   OPTION 2   OPTION 3

CAUSE   CAUSE   CAUSE

CAUSE   CAUSE   CAUSE

EFFECT

CAUSE   CAUSE   CAUSE

CAUSE   CAUSE   CAUSE

OPTION 4   OPTION 5   OPTION 6
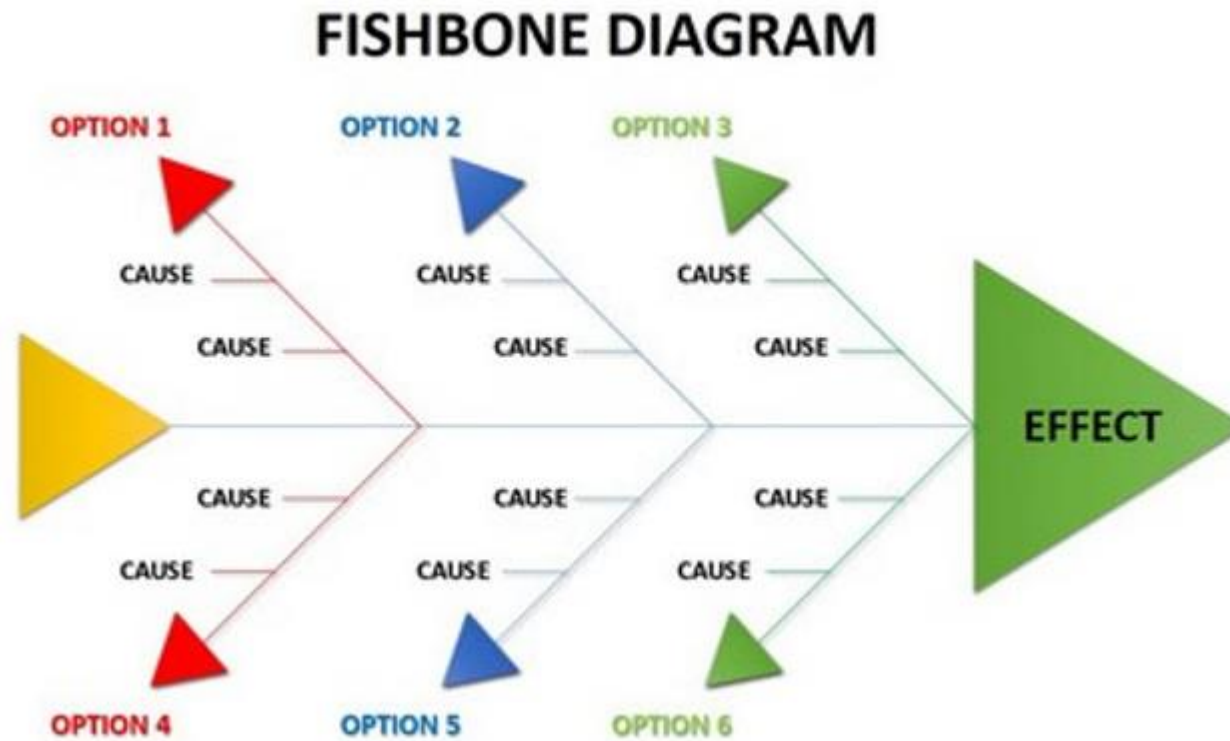
- effect: tip of the iceberg
- 7 whys

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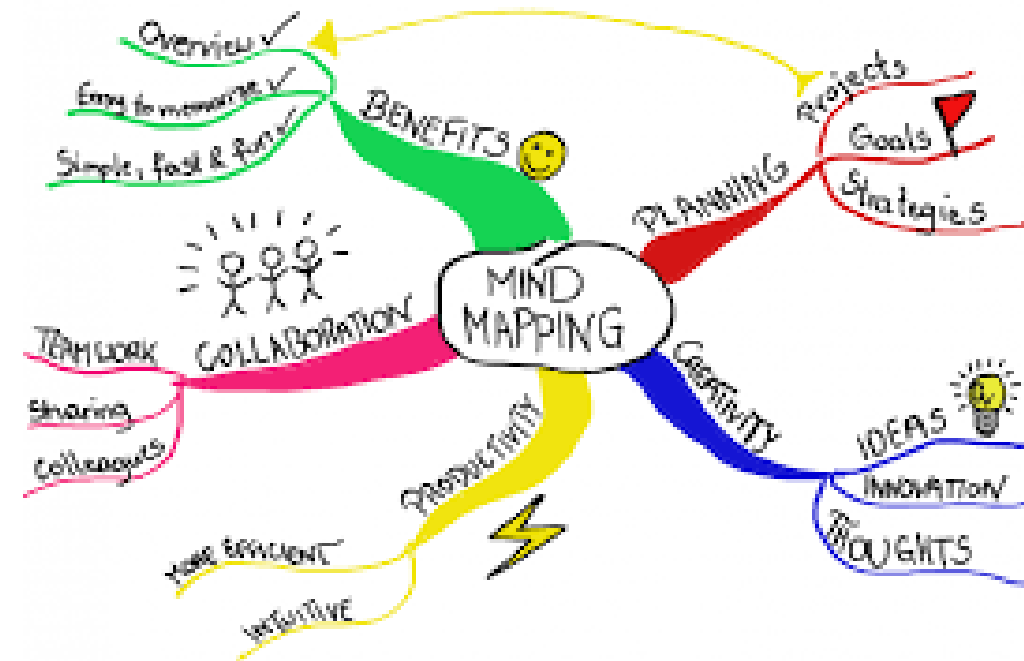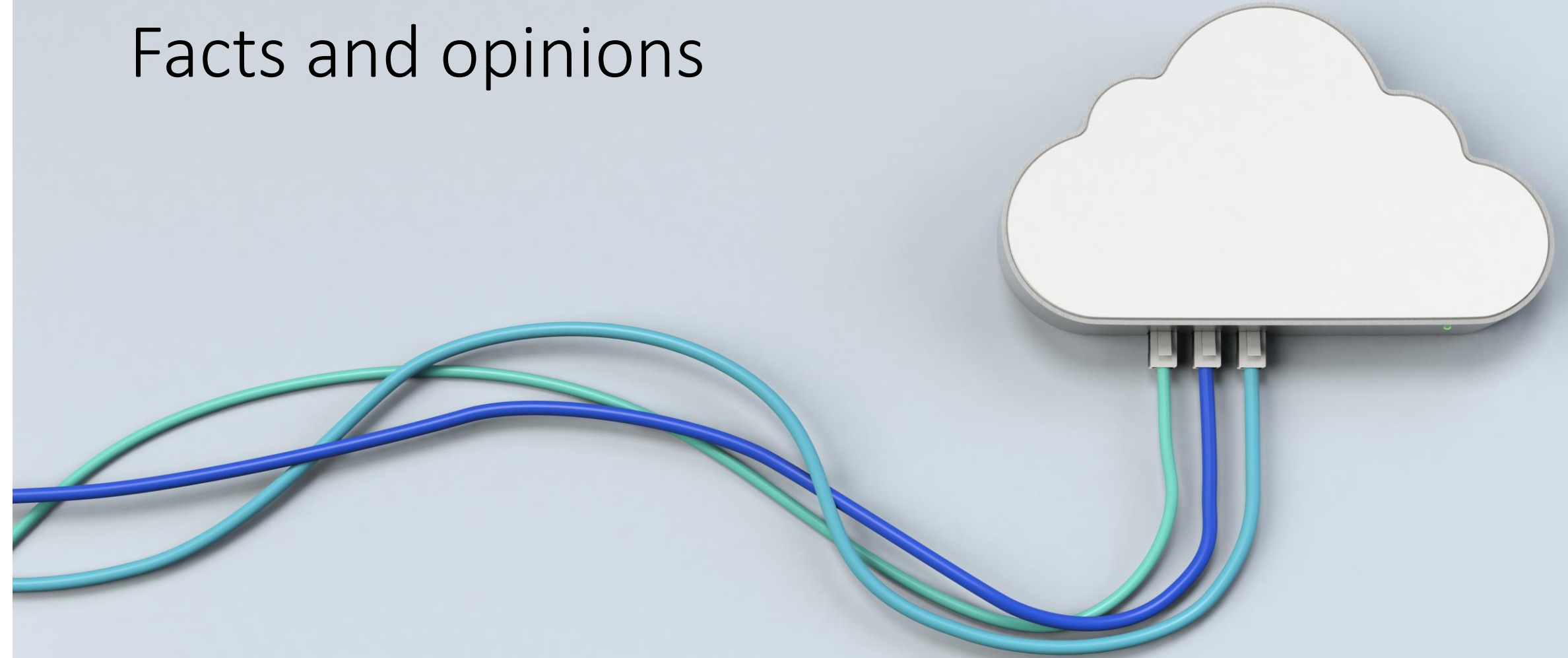
mindmapping

- Use a mindmap

  - Helps to reduce panic

  - Avoid forced problem-solving

  - Visualize topics-create clarity

1st step: center the „problem" or the solution for the problem

2nd step create the branches/ aspects, phenomenas, causes of the problem OR resources, organizations, methods, techniques that can help the solution

Facts and opinions

prepared by: K. JULOW

Why to differentiate facts from opinons?

- Information , data you gathered influences others, their decision-making, and resource allocation!

- Trust and your trustworthyness

- identifying and working with stakeholders to get information, in order to:
  - Understand a situation
  - Getting ideas and information out of people
  - Define problems
  - Reveal contradictions and resolve conflicts
  - Help negotiation
  - Achieve a goal

- Group discussion: do you recall any situation when it was difficult to distinguish facts from opinions?
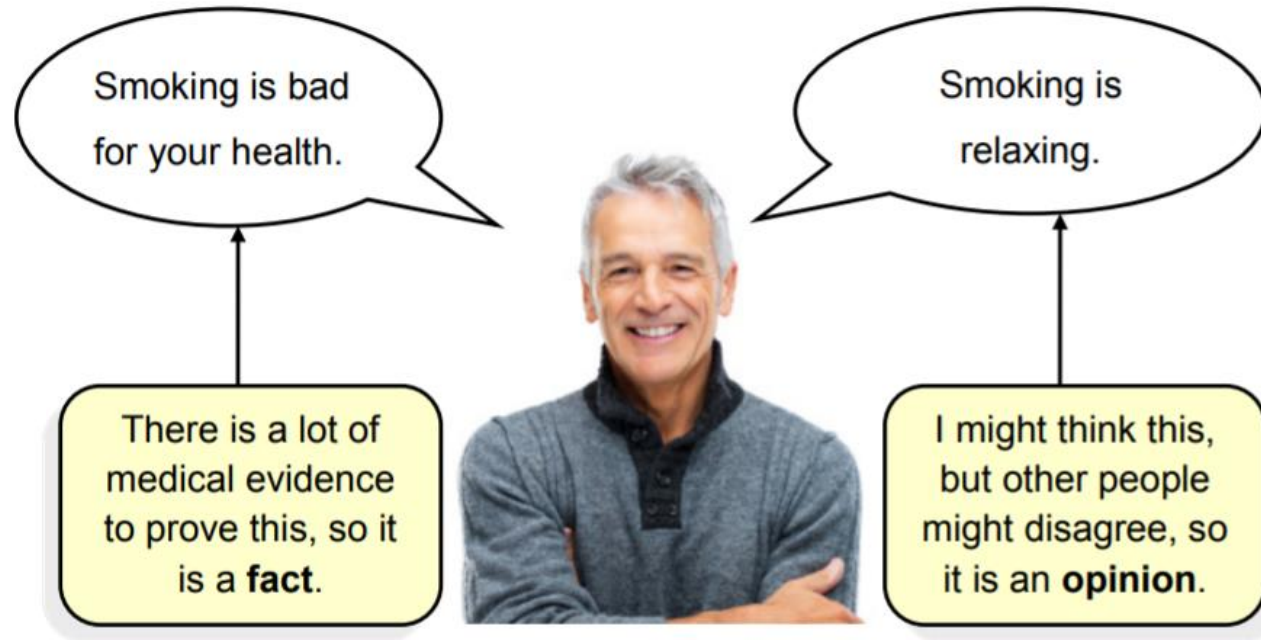
Entry 1 & 2 Factsheet   bbc.co.uk/skillswise   © BBC 2012 BBC

A fact is something that can be proved to be correct. Actual existence (e.g. Yttrium used in neurosurgery) actual occurrence (e.g. siege of Mohacs 1526)

An opinion is what someone thinks or believes, an appraisal formed in the mind of an individual. Can be a generally held opinon or a belief. It cannot be proved to be correct or incorrect.

Informed Opinions: opinions of experts, not strictly factual, but are based on years of research, and experience.

e.g. "If working apart, we are a force powerful enough to destabilise our planet. Surely working together, we are powerful enough to save it."(David Attenborough)at COP26, Glasgow)

Facts vs. opinions: language differences

to **express facts:**

- This review has demonstrated…

- According to the results of the latest poll

- The latest findings confirm…

- Researchers have recently discovered…

How to reveal facts?

- Can the statement be proved or demonstrated to be true?

- Can you see it happen? Can we observe that?

- Can the information be verified by witnesses, manuscripts, or documents?

to **express opinions:**

- The company claims that…

- The research team argues that…

- In Professor Donald's view…

- Most experts in this field suspect that…

- Sometimes/ Probably/Perhaps/Often/Supposedly/Presumably

- Should/never/might/seem/possibily

- Judgemental words: best/better/more

- Positions on controversial issues (like vs not like)

- Predictions about things in the future

- Evaluations of people, places, and things (subjective)

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Exercise 1: facts or opinions?
Justify your reply

1. Alligators provide no physical care for their young.

2. You Need Oxygen to Survive

3. Flowering plants that are native to the South include purple coneflower and rose verbena.

4. In the view of many longtime gardeners, these two plants are an essential part of the Southern landscape.

5. GDP represents the value of all goods and services produced over a specific time period within a country's borders.

6. iPhones are better than Android phones.

7. Trees that are native to the South include a variety of oaks, as well as flowering dogwoods and redbuds.

8. Dogwoods are especially lovely, with their white, pink, or coral blossoms announcing the arrival of spring.

9. For fall color, the deep red of the Virginia willow makes a spectacular show in the native Southern garden.

10. Humans should be concerned about the use of pesticides that kill insects at the bottom of the food chain.

11. Steve Jobs died in 2011

12. There are 28 more humans living on the Earth now than there were 10 seconds ago

13. We must bear greater responsibility for the environment than our ancestors did.

14. Valentine's Day Is on February 14th

15. The GDP is a better indicator than GNP

16. Nuclear power is the only viable solution to our dwindling natural resources

17. **Based on Wikipedia, Gig** workers are independent contractors, online platform workers, contract firm workers, on-call workers and temporary workers

Exercise 2: which words reveal opinions?

- Purchasing a brand new car is a terrible waste of money.

- Many wonderful vegetarian cookbooks are available in bookstores.

- Of all the film version of Victor Hugo's novel Les Miserables, the 1935 version starring Charles Laughton is the best.

- The introductory biology textbook comes with an amazing CDROM

- Volunteers for Habitat for Humanity are engaged in a worthwhile activity