AMRITA VISHWA VIDYAPEETHAM

AHEAD Online

Know the visual aids

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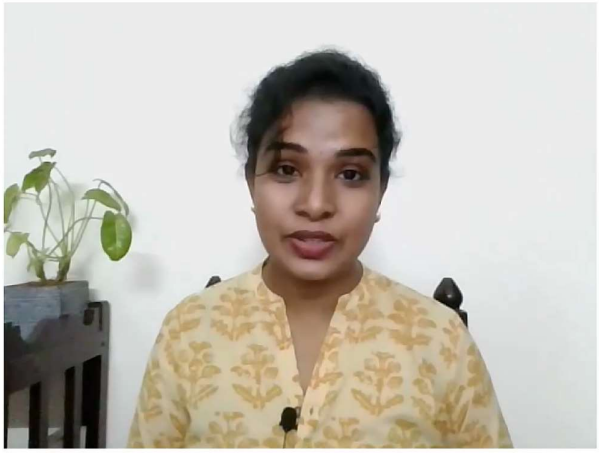
Learning objectives

- Learn the different types of visual representations and their uses.

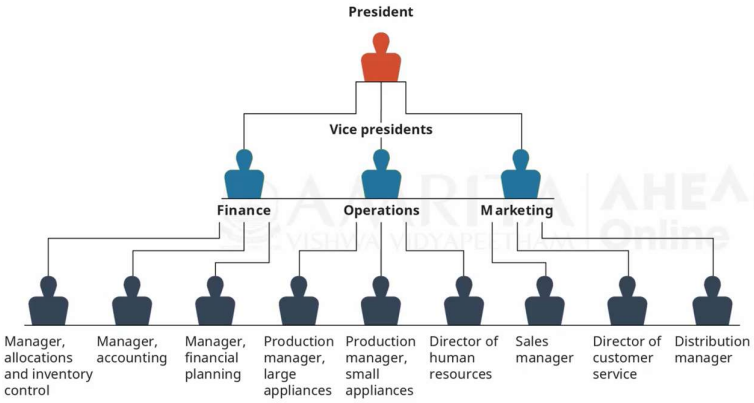


Tables

- Covers concepts, figures, ideas
- Used to present
  1. Time-series data
  2. Details of several items
  3. Ranking, volumes, prices
  4. Relationships and ratios
  5. Several parameters

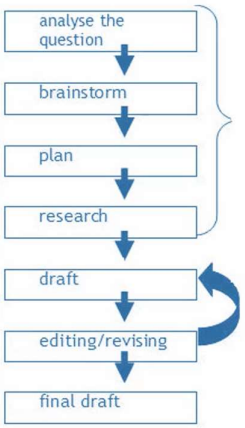
		%			Comparisons		
Group	**N**	**positive**	**neutral**	**negative**	χ^2	**df**	**p**
Q1 (a)	I prefer to have written instructions for experiments						
University group	150	73	7	20	0.9	4	ns
School group	150	70	8	22			
Q1 (b)	Practical work helps my understanding of Physics topics						
University group	150	34	11	55	3.9	4	ns
School group	150	38	7	55			
Q1 (c)	Discussions in the laboratory enhance my understanding of the subject						
University group	150	70	8	22	2.4	4	ns
School group	150	65	10	25			
Q1 (d)	I felt confident in carrying out the experiments in Physics						
University group	150	52	12	36	13.7	4	< 0.05
School group	150	44	15	41			
Q1 (e)	The experimental procedure was clearly explained in the instructions given						
University group	150	31	14	55	14.8	4	< 0.01
School group	150	46	11	43			
Q1 (f)	I was so confused in the laboratory that I ended up following the instructions without understanding what I was doing						
University group	150	63	12	25	1.1	4	ns
School group	150	65	9	26			
Q1 (g)	There was good linkage between experiments and the relevant theory						
University group	150	36	15	49	94.4	4	<0.001
School group	150	68	11	21			

Charts

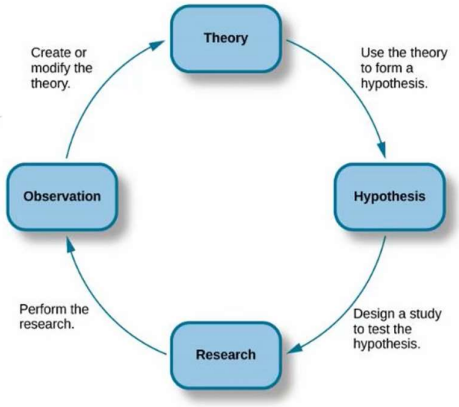


Organization structure chart or Hierarchy chart

Charts



Linear process



Cyclical process

Process chart or Flow chart

1. Linear process
2. Cyclical process

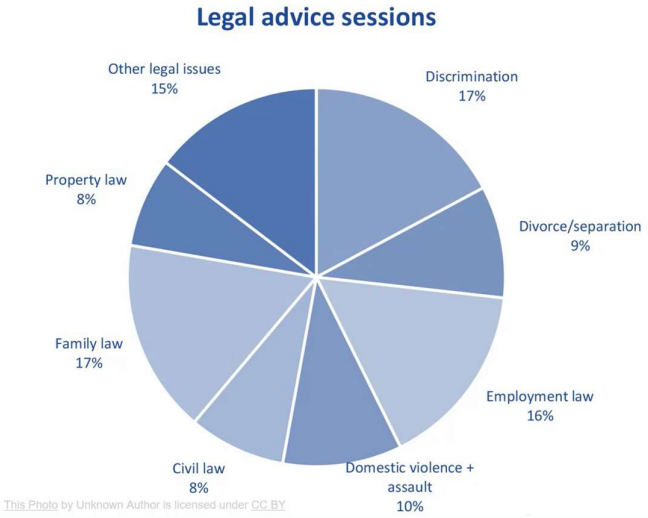
Charts

Relationship chart

Charts

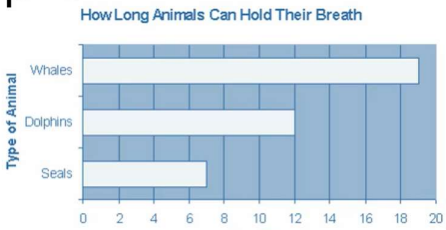
Pyramid chart

Charts

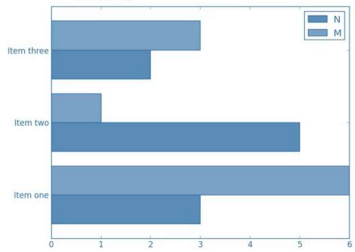


Pie chart

Graphs



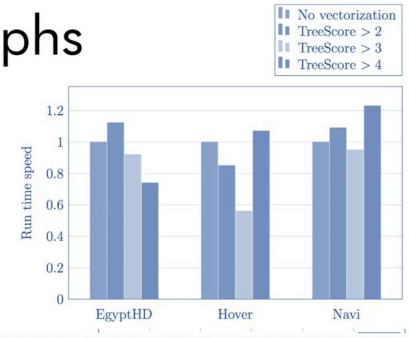
Simple bar graph



Paired bar graph

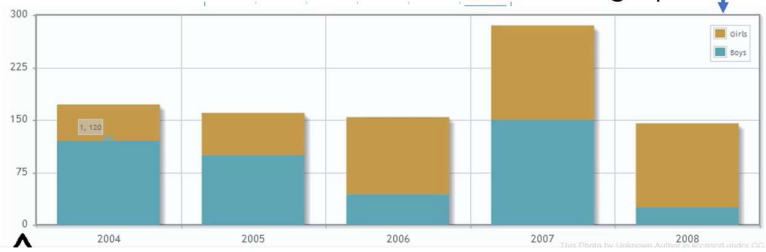
Bar graphs

Graphs



Simple column graph

Stacked column graph



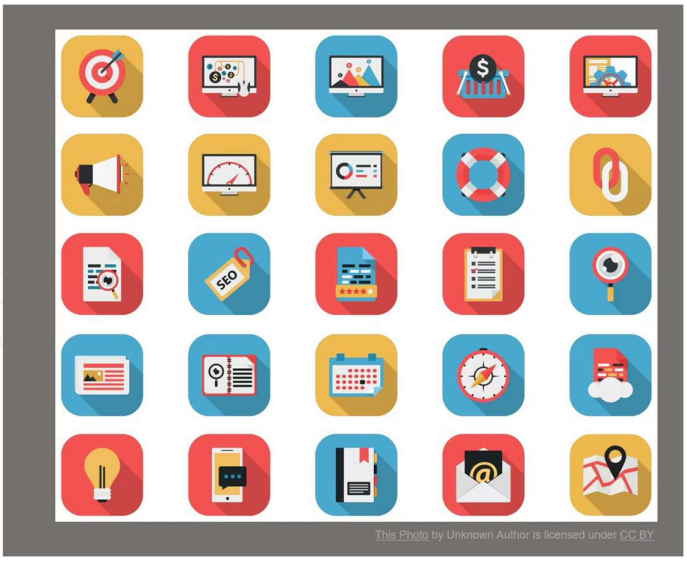
Column graphs

Graphs

Line graphs

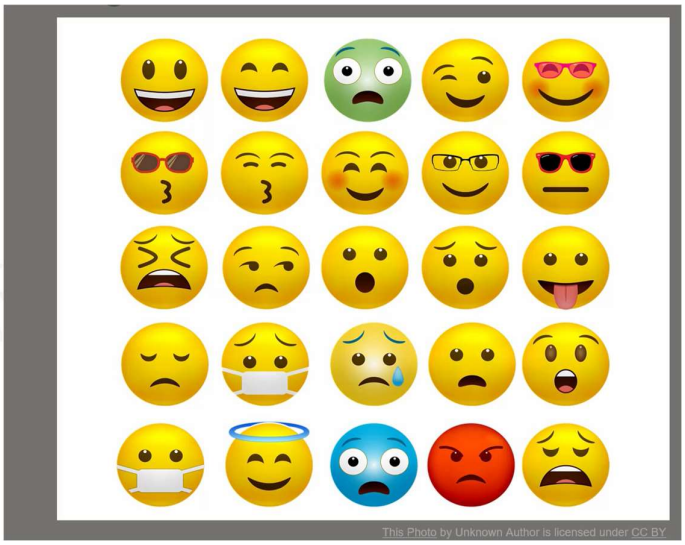
Other graphics

- Icons



Other graphics

- Icons
- Emoji

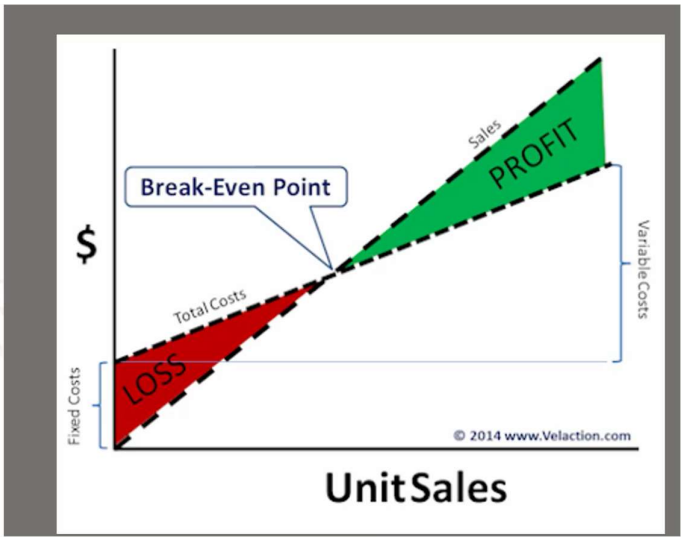


Other graphics

- Icons
- Emoji
- Cartoons

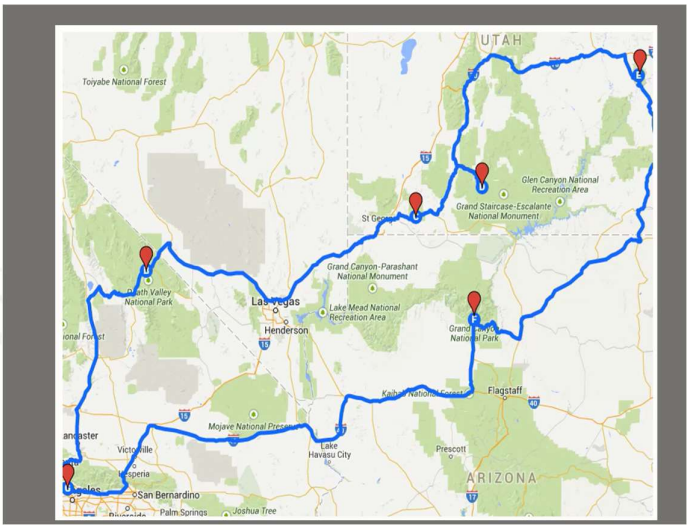
Other graphics

- Icons
- Emoji
- Cartoons
- Break-even charts



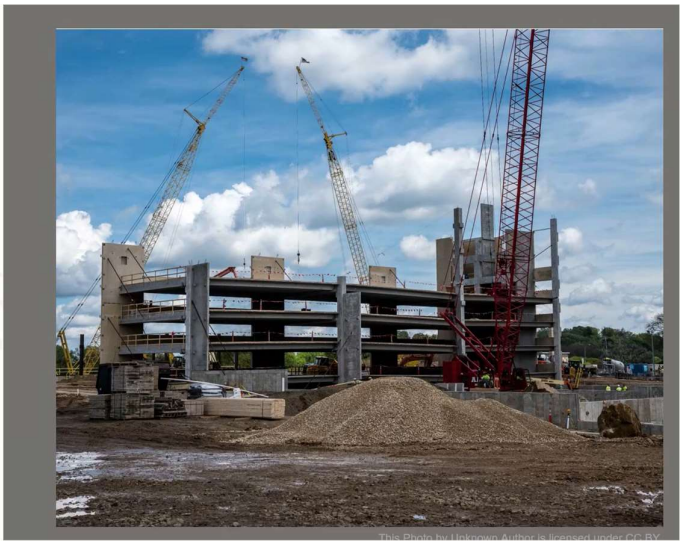
Other graphics

- Icons
- Emoji
- Cartoons
- Break-even charts
- Maps



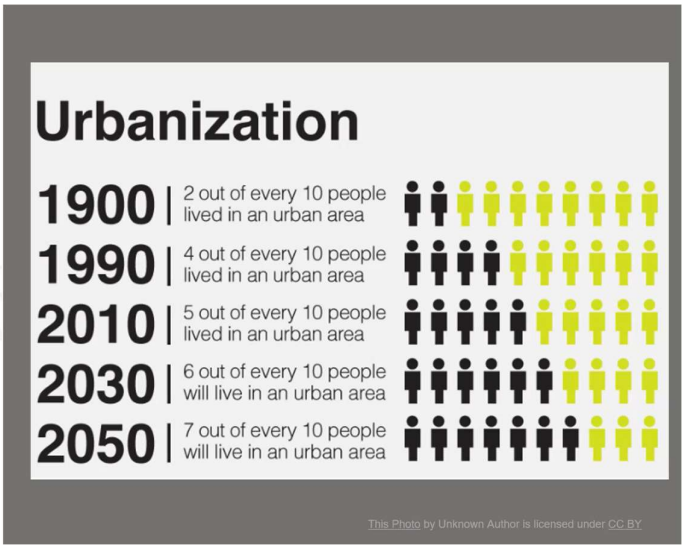
Other graphics

- Icons
- Emoji
- Cartoons
- Break-even charts
- Maps
- Pictures



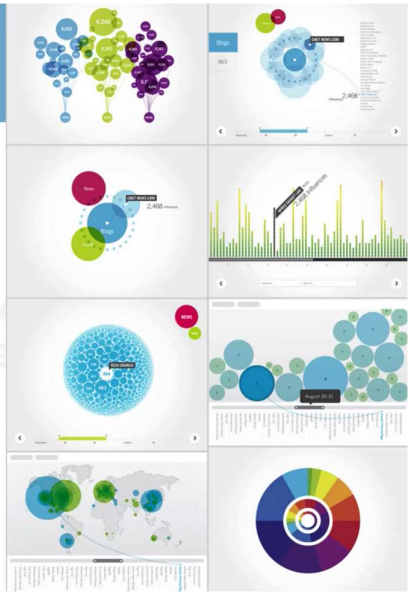
Other graphics

- Icons
- Emoji
- Cartoons
- Break-even charts
- Maps
- Pictures
- Pictogram



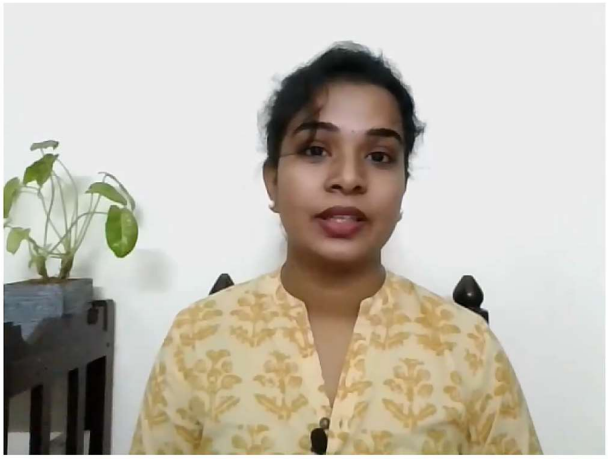
Make visuals self-explanatory

- Caption or heading
- Description of legends
- Neatness, proportion and accuracy
- Integrated with the text
- Placed as close to the first reference as possible
- Source acknowledgements
- Colours used should be pleasing



To sum up

- Each visual aid has its own advantages and disadvantages.
- Tables, charts and graphs are helpful in presenting complex relationships in a simple yet effective manner.
- Graphs and charts are meant to be self-explanatory.



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Describing graphs

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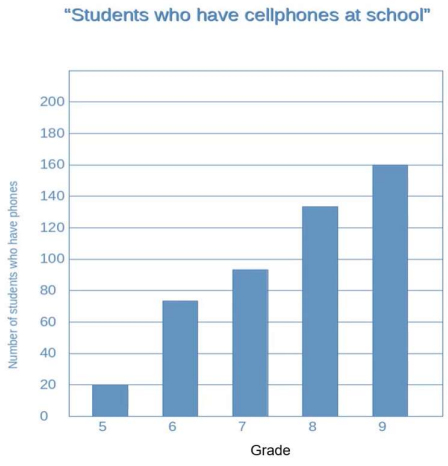
Importance of graphical description

- Graphs, flow charts, bar charts, pie charts and tables are all set of symbols and are codes.
- To understand the meaning, they need to be decoded.

1. Introduce the graph.
2. Analyze it.
3. Provide a summary.

I. Introduce the graph

- Start "The graph shows…"
- This gives the trend or trends.
- Don't describe the X and Y axis.
- This graph shows the results of a survey in which people aged 16 and over were asked about their preferred devices for accessing the internet.
- The graph gives information about Burnaby Public Library between 2011 and 2014. It shows how many library books people read over this four-year period.



II. Analyse the graph

- Give an overview of the most important features of the information.
- Compare and contrast the data, NOT just list the data.
- Use a wide variety of sentence structures.
- Use linkers for appropriate transitions.
- For making comparisons- *slightly more than, by far the highest, as … as, compared to, double the number of, correlation between*
- Approximating- *nearly, roughly, almost*

Analyse the graph

- To help identify the patterns, you need to look for the
- peaks (high points) and troughs (low points)
- periods when the figures remain steady (show little or no change)
- periods when the figures fluctuate (show a lot of changes)

Describing graphs

Verbs	• rise, increase, grow, go up to, climb, boom, peak, fall, decline, decrease, drop, dip, go down
Adjectives	• sharp, rapid, huge, dramatic, substantial, massive, considerable, significant, slight, small, minimal
Adverbs	• dramatically, rapidly, hugely, sharply, steeply, considerably, substantially, significantly, slightly, minimally, steadily, exponentially, proportionally

Describing graphs

- Eg. The population rose slowly/steadily/gently/gradually.
- There was a slow/steady/slight/gentle/gradual rise in the population.
- In written reports we use approximation to round numbers up or down.
- 134,575: just over 135,000, approximately/roughly/around/about 135,000;
- 134,575 compared to 396,530: over triple, around 200% more, about three times as many, roughly 260,000 more, about a third as many, approximately one in three, far more, for less

III. Concluding the description

- Always provide a short summary.
- Eg. It can be seen from the chart that overall 2007 was the best year for book sales in all five categories.

To sum up

- Learning to describe visual aids is as important as learning to add them in your documents.
- Graphical description follows a three-step process
- Use a variety of adverbs and adjectives to describe the changes in a graph.