

COMMUNICATION TASKS – PRESENTING TRENDS & RESULTS

WEEK 9

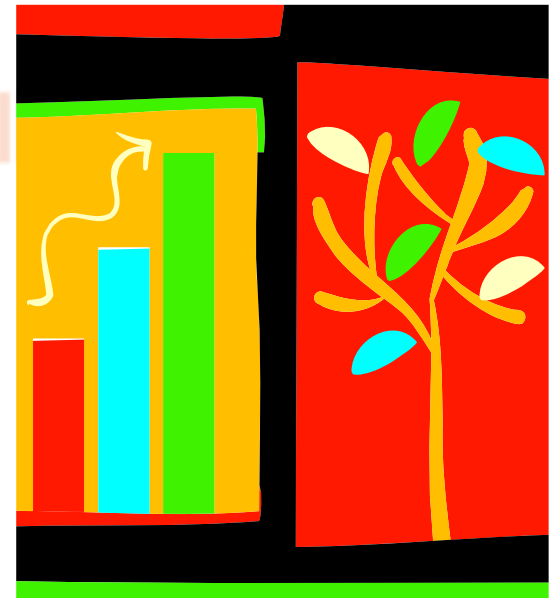
HOURS: 4

Learning Outcomes:

- Interpreting forms and diagrams
- Interpreting graphs, charts and tables
- Using graphics in presentation

Activity:

- Lecture, transfer of information from graphics to text (writing), group discussion



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EDUCATION BEYOND BORDERS

MANAGING QUANTITATIVE DATA

COMMON LANGUAGE

- Ratio
- Fractions
- Percentages 15%

1:2

1/3

CENTRAL TENDENCY

- Mean
- Median
- Mode



USING GRAPHICS

- Table show exact figures
- Bar chart make comparison
- Line chart show changes over time
- Pie chart show parts in relation to whole
- Map show geographic relationships
- Flow chart show a process or procedure
- Photograph provides a realistic view of specific item or place