

INTRODUCTION

The following is an extract from the National Unit Specification of standards.

Outcome 2

Select and use appropriate forms of table, graph, chart or diagram to communicate information.

Performance Criteria

- (a) Select an appropriate form.
- (b) Use the selected form of communication to present information clearly.

To help you achieve the Outcome, this section of the pack will look at each of the different forms of graphical communication which you met in Outcome 1 and focus on what constitutes a good example of each.

It will be a good idea to keep the material for the previous Outcome handy, as there are occasional references to it.

Resources

You'll need a calculator for this Outcome, to calculate percentages for the component charts; you'll also need a protractor for measuring angles, a pair of compasses for drawing circles for the pie charts (though you can make do with drawing round a protractor twice, base to base, if you're careful), and also graph paper, lots of it.

Assessment

As before, your tutor/college/training centre will keep you right about how and when to sit your formal assessment to achieve this Outcome.