

GBS Day34+35

Fill in the blanks.

Answer Key: 1. pitfalls 2. illustrated 3. align 4. legible 5. comprehension

LEAD-IN Look at the pictures below. Label them using the listed words.

1. pie chart 2. flow chart 3. table 4. bar graph (histogram) 5. line graph 6. organigram (organization chart)
7. vertical axis (y-axis) 8. solid line 9. dashed line 10. dotted line 11. horizontal axis (x-axis) 12. fluctuating line

Look at the following visual aids. Which is easier to comprehend at a glance?

Answer key: the pie graph

➤ **When to use tables and when to use graphs**

One advantage of using tables is that we can show comparisons between numbers, reading down (**columns**) or across (**rows**) of numbers. Graphs, on the other hand, can visually show a trend over time. People can see the graphs at a glance and understand quickly. It is an advantage of (**visual**) perception to view patterns more clearly than columns of numbers.

Line graphs can show changes in the data over (**periods**) of time. Line graphs have better use than bar graphs when dealing with (**smaller**) changes. You can use line graphs to compare changes over the same period for different groups.

Bar graphs, which compare data at a point in time and help the viewer in comparing different types of data, are best when the changes are (**larger**).

Pie charts carry the advantage that they can show the parts of a whole. They do not show changes over (**time**).

➤ **Which of these visuals would you use to describe the following:**

Answer key:

A= bar (or line) graph B= organigram C= pie chart D=flow chart E=line graph

➤ **Delivery of visual aids**

Answer key: 1=C 2=A 3=D 4=C 5=B 6=A 7=B 8=B

Match each definition (A – E) with today's vocabulary word (1 – 5)

Answer Key:

A- 3; B- 4; C-1; D-5; E-2

Fill in the blanks.

Answer Key: 1. numerical 2. verbal 3. fluctuated 4. sequential 5. y-axis