

# Information Transfer

Presenting huge data to audience/reader is sometimes cannot be avoided. In such kind of situation large data can be presented clearly and meaningfully with the aid of non-verbal items like maps, charts, tables and graphs.

Converting data into diagrammatic representation requires different set of skills.

While converting data in diagrammatic representation one needs to know the following:

- The form of diagram , that suits the data better
- How to convert the data into a diagram or text
- The steps and nuances involved in it.

Simultaneously one should be able to decode the diagrammatical presentations into either oral presentation or written document.

## Uses:

- I. This kind of representation of data is one of the vital aspects of reports and proposals.
- II. Non-verbal items are especially meant to convert the data into diagrammatic form.
- III. It is especially in the context of...

- narration
- physical and process description
- listing, classifying, comparison and contrast
- shows cause and effect relationship
- generalizes from numerical data

## Advantages of graphical representation:

- Quick viewing of a large amount of data at one glance
- More accuracy of data is possible through graphs
- Comparison, contrast and division can be done in one go
- More effective than written text
- Stimulates quick analytical approach to huge text

Before transferring the verbal data into pictorial form analyse the data, choose an appropriate graphical representation.

There are different kinds of graphic representation:

- ❖ Maps and plans
- ❖ Tables
- ❖ Graphs
- ❖ Tree diagrams
- ❖ Pictograms
- ❖ Flow charts

**Maps and plans:** Maps are representations, usually on a plane surface, of a part of the earth—continents, countries, cities, villages, small areas and even buildings. They show outlines of areas within them and feature such as roads, coastlines, rivers etc.

**Activity:**

a)



b)



**Tables:** A simple form of graphic representation is the table, in which data is arranged in rows and columns that carry labels to identify what they represent.

**Activity :.....**

The following information shows the number of PhDs awarded by the University of Pune during the period 1990-1995. Write paragraph to convey information contained in the tabular form.

a)

Year	Arts	Science	Commerce
2000-2001	21	72	32
2001-2002	45	112	25
2003-2004	90	87	30
2005-2006	84	75	18
2007-2008	42	64	14

3. Draw a flow chart to show the process of ploughing of the field to the packing of the grains in sacks and transporting to the market yard.

b). Following are opponent-wise details of Tendulkar's 25 centuries in the one-day internationals.

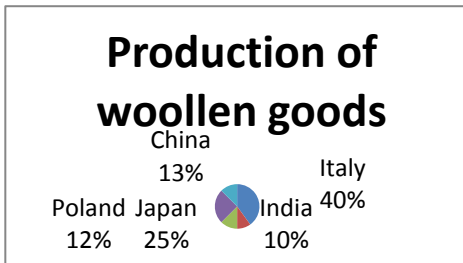
Details of the highest score

Opponent	Hundreds	Runs	Venue	Date
Australia	5	143	Sharjah	Apr 22, 1998
Sri Lanka	5	137	Delhi	Mar 2, 1996
Zimbabwe	4	127*	Bulawayo	Sep 26,1998
New Zealand	3	186*	Hyderabad	Nov 8, 1999
Kenya	3	140*	Bristol	May 23,1999
Pakistan	2	118	Sharjah	April 15,1996
South Africa	2	122	Vadodara	Mar 17,2000
West Indies	1	105	Jaipur	Nov 11,1994

**Graphs:** Graphs are different of different types like bar graph, line graph or pie chart.

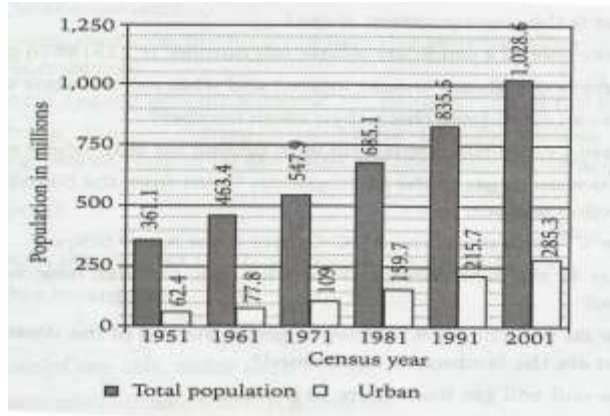
Activity: .....

**a. Write a paragraph on the following data.**



<b>Italy</b>	<b>40%</b>
<b>India</b>	<b>10%</b>
<b>Poland</b>	<b>13%</b>
<b>Japan</b>	<b>25%</b>
<b>China</b>	<b>12.50%</b>

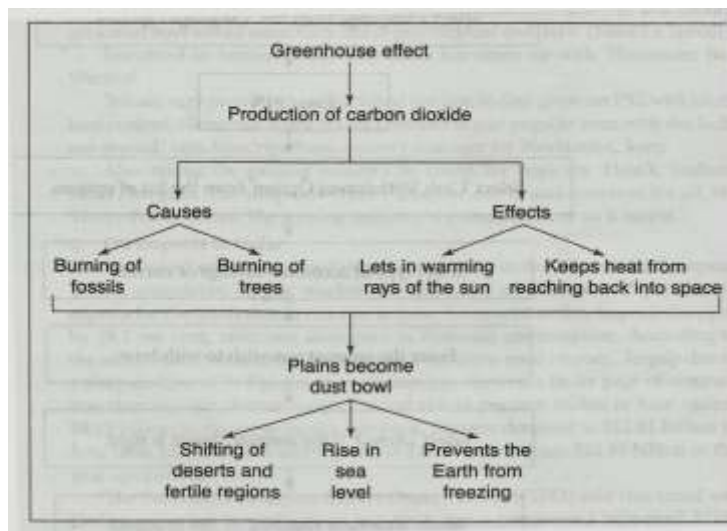
**b. Write a paragraph based on the logical data in the bar graph below.**



**Tree diagrams:** These diagrams begin with a key word and are connected to other words below it by a number of arrows until the final level is reached. The branches of such tree diagrams are known as groups or sub-groups.

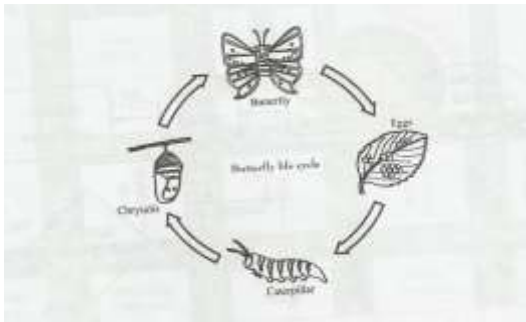
**Activity:** .....

**Write a meaningful paragraph based on the following tree diagram.**



**Pictograms:** It is another interesting way of presenting data. The name itself suggests that , bars or figures are replaced by pictures.

**Activity: Write a paragraph about the life cycle of a butterfly based on the picture below.**



**Flow charts:** It is generally used to narrate or describe a process in a chronological sequence.

**activity:** .....

Show how a President is elected in India in the form of a flowchart.

-----\*\*\*\*\*-----

### INSTRUCTIONAL/LESSON OBJECTIVES:

On completion of this lesson the student shall be able to:

- 1.To equip the student to present huge amounts of data in non-verbal items like charts, maps, tables and diagrams.
2. To make the student learn which form non-verbal item suits the data better,how to convert the data, the steps and nuances

TEACHING AIDS : Power Point slides.

TEACHING POINTS :

- 1.Make the student understand the role and importance of vocabulary by suggesting various alternative words if required.

Assignment / Questions:

## Activity

1. Write a passage on the information given in the diagram below, limit your answer to 30

Activity	Numbers
Visiting Friends	375
Talk on Phone	500
Play sports	300
Earn money	120
Use computers	225

lines:

The table shows the favorite after college activities of a group of students.

Favorite after college activities of students

2. The following information shows the number of PhDs awarded by the University of Pune during the period 1990-1995. Draw a bar chart on the information.

Year	Arts	Science	Commerce
2000-2001	21	72	32
2001-2002	45	112	25
2003-2004	90	87	30
2005-2006	84	75	18
2007-2008	42	64	14

3. Draw a flow chart to show the process of ploughing of the field to the packing of the grains in sacks and transporting to the market yard.
4. Diagrammatically show how a President is elected in India.
5. Look at the following table :

Teaching staff of the college (Total staff: 300)

Present the information given in the tabular form in the form of tree diagram.

SEX		QUALIFICATION			APPOINTMENT		AGE GROUP		
MALE	FEMALE	POST GRADUATION	M.Phil	Ph.D	TEMPORARY	PERMANENT	25-30	31-45	Above 45
248	52	275	15	10	62	238	73	150	77

Write paragraph to convey information contained in the tabular form.

6. Tendulkar's 25 centuries

Put the following information in a graphical form.

Following are opponent-wise details of Tendulkar's 25 centuries in the one-day internationals.

Details of the highest score

Opponent	Hundreds	Runs	Venue	Date
Australia	5	143	Sharjah	Apr 22, 1998
Sri Lanka	5	137	Delhi	Mar 2, 1996
Zimbabwe	4	127*	Bulawayo	Sep 26,1998
New Zealand	3	186*	Hyderabad	Nov 8, 1999
Kenya	3	140*	Bristol	May 23,1999
Pakistan	2	118	Sharjah	April 15,1996
South Africa	2	122	Vadodara	Mar 17,2000
West Indies	1	105	Jaipur	Nov 11,1994