Organise and report data

ASSIGN BUSTER

Understand How to Organise and Report Data That Has Been Researched. 1 . 1 Describe different ways of organising data that has been researched. Data is a group of information that are used for various purposes like analysis, evaluations and to arrive at certain results or conclusions. Data reporting is a process where data is extracted form a source or many sources and then converted into a format that can be used for a purpose. It is usually presented in the form of a report in tables, charts, statistics, and graphs or on spread sheets etc.

This data may be used to arrive at important decisions ithin the organisation or with external organisations. So the data report has to be produced in such a way that it meets the aims and objectives of the requirement. Ways of Organising your researched Data Chronological – Information presented in time sequence, either forward or backward, is chronological. This organization pattern works well in explaining events over time such as monthly sales fgures for the past year. Chronological ordering is useful in describing history or development, such as background leading to a personnel/management disagreement.

Chronological sequencing of ideas is necessary to show time relationships. Value/Size – The logical order for some topics begins with the most valuable or the largest item first. Realtors have found that listing their properties from the most expensive to the least expensive (or vice-versa) is helpful to buyers and sellers. It would be frustrating to find properties in the same price range if they were listed chronologically. Simple to Complex – For difficult, technical, or abstract topics, the best plan of organization is often from simple to complex.

Good teachers, for example, begin with imple, basic concepts and proceed to more complex topics. If you had to explain how to make a wedding cake, you could begin with the simple concept of a house. Explain that to create a house you have to start with the foundation and build up. You would not start the cake with the topping, otherwise it would fall down. The use of an analogy is helpful in explaining abstract ideas. More complex ideas can follow the foundation built on simple concepts.

Whenever readers or listeners are unfamiliar with a subject or when the topic is theoretical, simple-to-complex organization is effective. Inductive (indirect) – This plan supplies examples, facts, or reasons first and then uninformed or when resistance or antagonism is expected. For example, a report written to convince management to fund an employee fitness program might begin with the advantages of a fitness program: l. improved Job satisfaction II. Reduced sick leave and turnover Ill. Improved productivity ' V.

Lower health care costs and sick pay After describing the benefits, the report author could draw the conclusion that a company-sponsored fitness program is a wise investment.

Starting with the main dea first risks the chance that readers opposed to the idea will read no further. Persuasive memos, letters, and reports often follow the indirect plan. Deductive (direct) – This organizational plan presents the main idea or conclusions and recommendations first. Examples, reasons, and clarification follow.

Most business writing is deductive because this method presents information clearly and openly. Use this for routine messages, such as those that convey

favorable or neutral information. For example, to inform students of campus parking regulations, a straightforward announcement should be made.

But if students must be persuaded to pay an extra fee for parking in preferred locations, a letter describing the proposal might be written inductively with the reasons coming before the main idea 1. 2 Describe different ways of reporting data. There are two broad categories of reporting methods: Those that are written; Written reports Fact sheets Formal Email Spreadsheet Those that are oral/visual; PowerPoint presentations Exhibits News release Company Intranet No matter the reporting method that is chosen, the report should take into account your audience and be both accessible and understandable.

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Describe the purpose of presenting data to the agreed format and within the agreed timescale. The value and benefits of agreeing the format and deadline for data is that everybody knows what they are doing and when it is due. If you have been given a task to complete, with details of how it should be done and when it needs to be completed by and there is a different member of the team who cannot complete their task in till you have completed yours and you do not get it finished within the time frame and/or it has not be formatted in the agreed way, then you will hold up the This will not show you in a professional light.