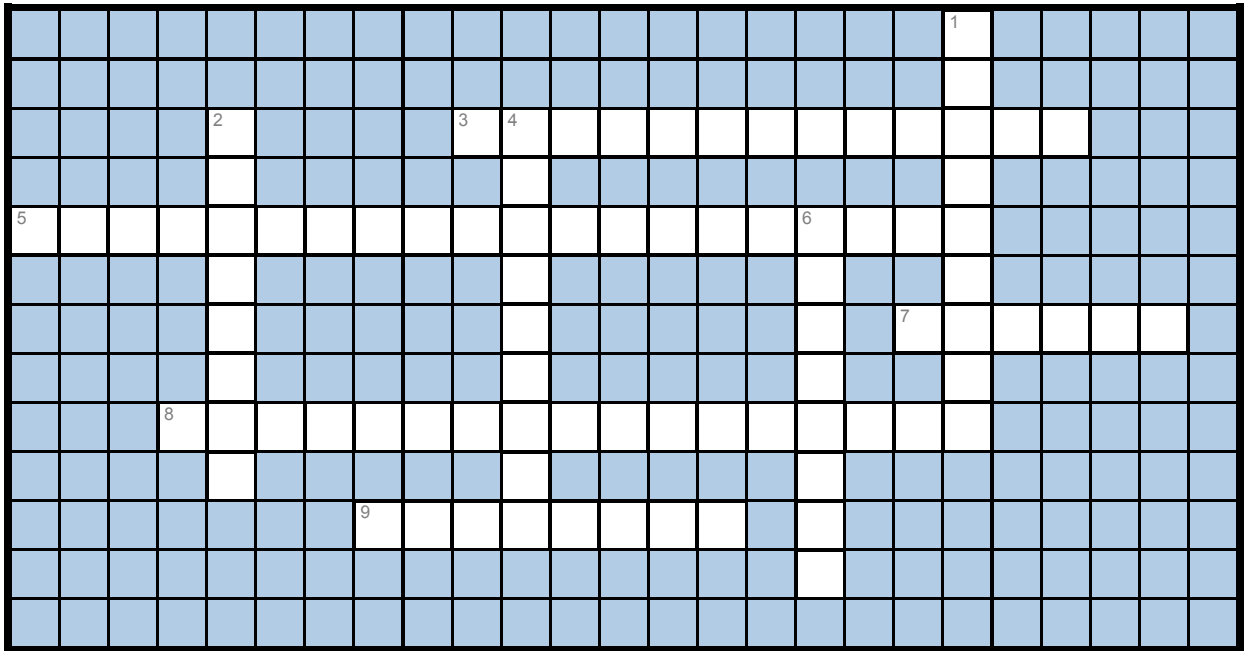


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## Chapter 18: Using Visual Aids

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### Across

3. Photos, drawings (line drawings), maps, and clipart that can be used to enhance your writing or presentation.
5. Used in communication to present data, including graphs, charts, and tables.
7. Presents detailed information in a series of columns and rows; rows are horizontal and columns are vertical.
8. Shows the communication protocol or structure within a company or organization.
9. Descriptive text that appears with a visual aid to identify its purpose.

### Down

1. Used to show steps or processes; they are helpful when step-by-step directions are needed.
2. Effective means of expressing data; generalizations about the data can be made just by looking at the size of the bars.
4. Shows a series of points, representing measurements, that are connected by lines; are especially effective to show patterns, trends, and changes over time.
6. A chart that shows all of the parts that make up the whole; it is useful for showing the relationship of parts of something to the whole.