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Chapter 18: Using Visual Aids

Tools:

- Printer
- 8.5" x 11" paper
- Scissors

Directions:

1. Print
2. Fold paper in half vertically
3. Cut along dashed lines

bar chart

Effective means of expressing data;
generalizations about the data can be
made just by looking at the size of
the bars.

- FOLD -

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captions

Descriptive text that appears with a
visual aid to identify its purpose.

- FOLD -

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flowchart

Used to show steps or processes;
they are helpful when step-by-step
directions are needed.

- FOLD -

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illustrations

Photos, drawings (line drawings),
maps, and clipart that can be used to
enhance your writing or presentation.

- FOLD -

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informational graphic

Used in communication to present data, including graphs, charts, and tables.

- FOLD -

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line chart

Shows a series of points, representing measurements, that are connected by lines; are especially effective to show patterns, trends, and changes over time.

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organization chart

Shows the communication protocol or structure within a company or organization.

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pie chart

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.

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tables

Presents detailed information in a series of columns and rows; rows are horizontal and columns are vertical.

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- FOLD -



- FOLD -



- FOLD -