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**Chapter 18: Using Visual Aids—Glossary**

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

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

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

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

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

**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.

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

**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.

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