Tabular, Graphic and Pictorial aids in Report writing

- Tables, charts graphs, photographs, drawing and maps are used in reports to present quantities and /or qualities visually so that trends of and relationship among variables can be readily grasped. Taken together there are all sometimes referred to as graphic illustration or simply, graphic aids.

Classification of Graphic Aids

All the elements of graphic aid can be grouped into four categories, namely; tables, figures, plates and maps.

- A table, in the context of report is a collection of printed, typed or written figures (numbers, or information, arranged in orderly rows across and columns down the page. In other words a table is a systematic arrangement of data usually in rows and columns for ready reference.

- Figures in a book or manuscript refers to any graphic aids except tables. Any geometric diagram, pictorial representation of textual matter, including line charts, bar charts, column charts, surface chart (such as pie charts, maps etc) and sometimes, photographs, may be called figures. However in many instances, photographs and other illustrations on glossy paper are called plates.

Guidelines for the preparation of a Table

- Each table should have a number, and the word Table should appear before the number. The number are usually Arabic numerals. Examples: Table 2.1

  Table 3.1

- When there are two or more tables in a text, they are numbered consecutively as they appear in the text.

- Each table should have a descriptive title

Table 1. Variation of soil moisture with depth

- The table number and title should be placed at the top of the table.
- If the table is copied from another source, the source should be cited at the end of the title.
- The use of vertical lines to demarcate the columns should be avoided if there is no compelling reason for it.
- Each column should have a descriptive title.

Table 2.1: Approximate Oxide Composition Limits of Ordinary Portland Cement

Oxide	Percent content
CaO	60-67
SiO_2	17-25
Al_2O_3	3.0-8.0
Fe_2O_3	0.5-6.0
MgO	0.1-4.0
Alkalies (K_2O,Na_2O)	0.4-1.3
SO_3	1.3-3.0

Guidelines for the preparation of a Figures

- Each figure should have a number, and the word figure should appear before the number. The number are usually Arabic numerals.
  Examples: Figure 2.1

  Figure 3.1
- When there are two or more figures in a text, they are numbered consecutively as they appear in the text.

- Each figure should have a descriptive title

Figure 1. A bar chart showing the variation of soil moisture with depth

- The figure number and title should be placed at the bottom of the table.
- If the figure is copied from another source, the source should be cited at the end of the title.
- If the figure is plotted from a practical numerical data, the plotted points should be shown. If the plots is empirical the points are ommitted.

- When more than one data set are plotted on the same figure, the data sets are differentiated by the use of different symbols to represent the plotted points. The various symbols should be explained with a legend that is placed on the same page as the figure.
- For graph, each axis should have a distinctive title. The unit of the data represented by the axis should be placed in parenthesis after the title.
- Flow diagrams are used to describe a process. Each step of the process should be represented by a rectangle or a circle.
- Flow charts are used to describe the procedure of computer programmes or research work.

Placement and discussion of Graphic Aids

Every table of figure included in a report must be specifically referred to and discussed in the text. The discussion should be reasonably full to highlight the main information contained in the tables or figures.

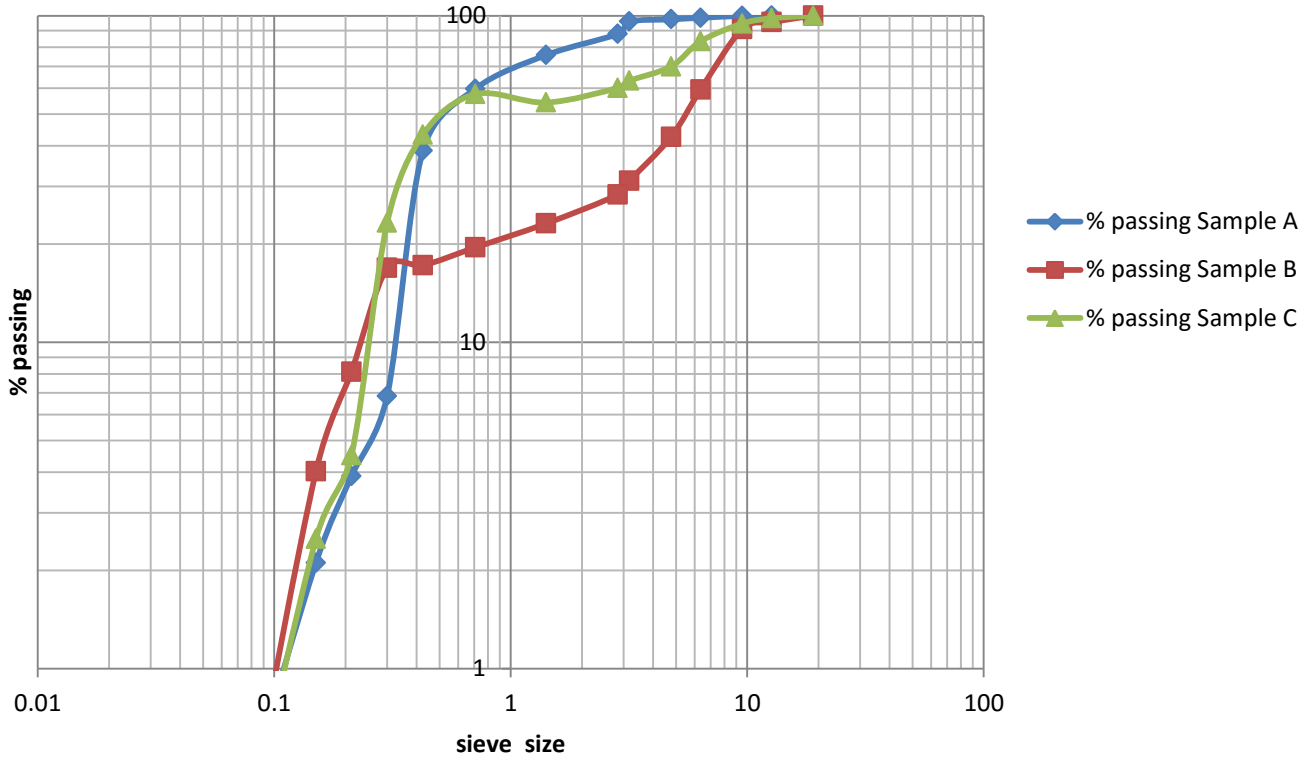

Figure 1. Particle size distribution for Sand, Laterite and Quarry dust

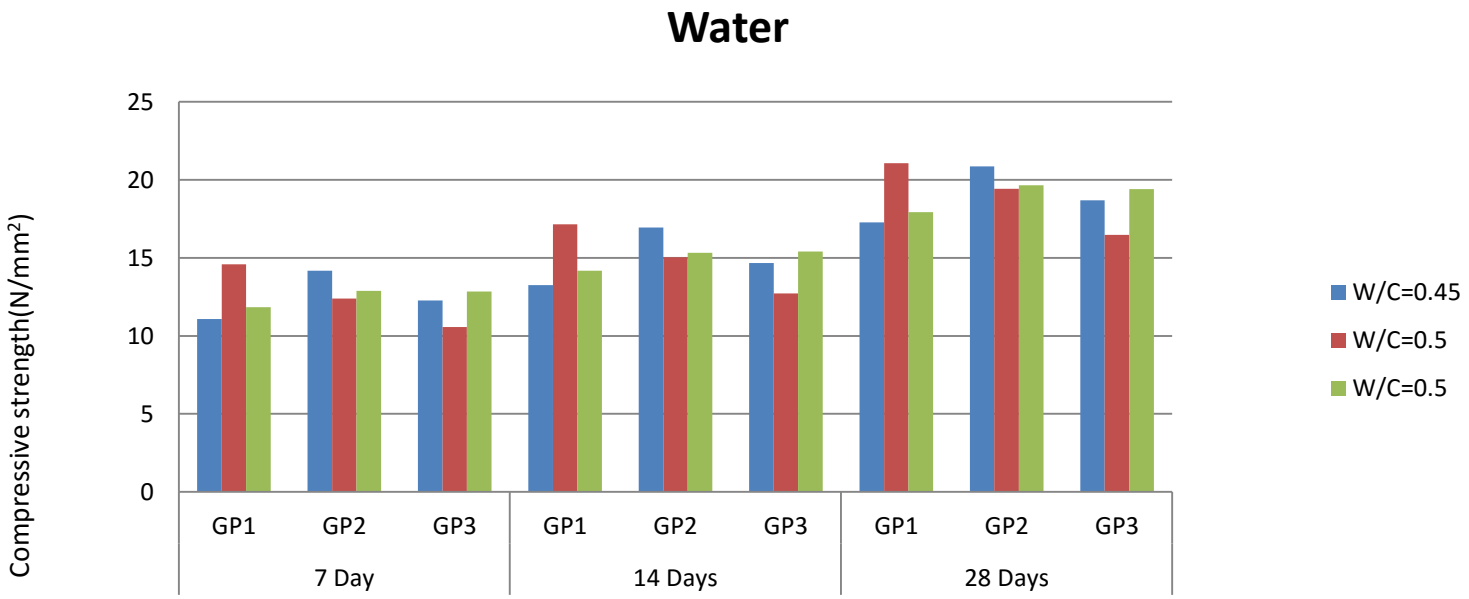

Figure 4.1 Average compressive strength for the different water/ cement ratio

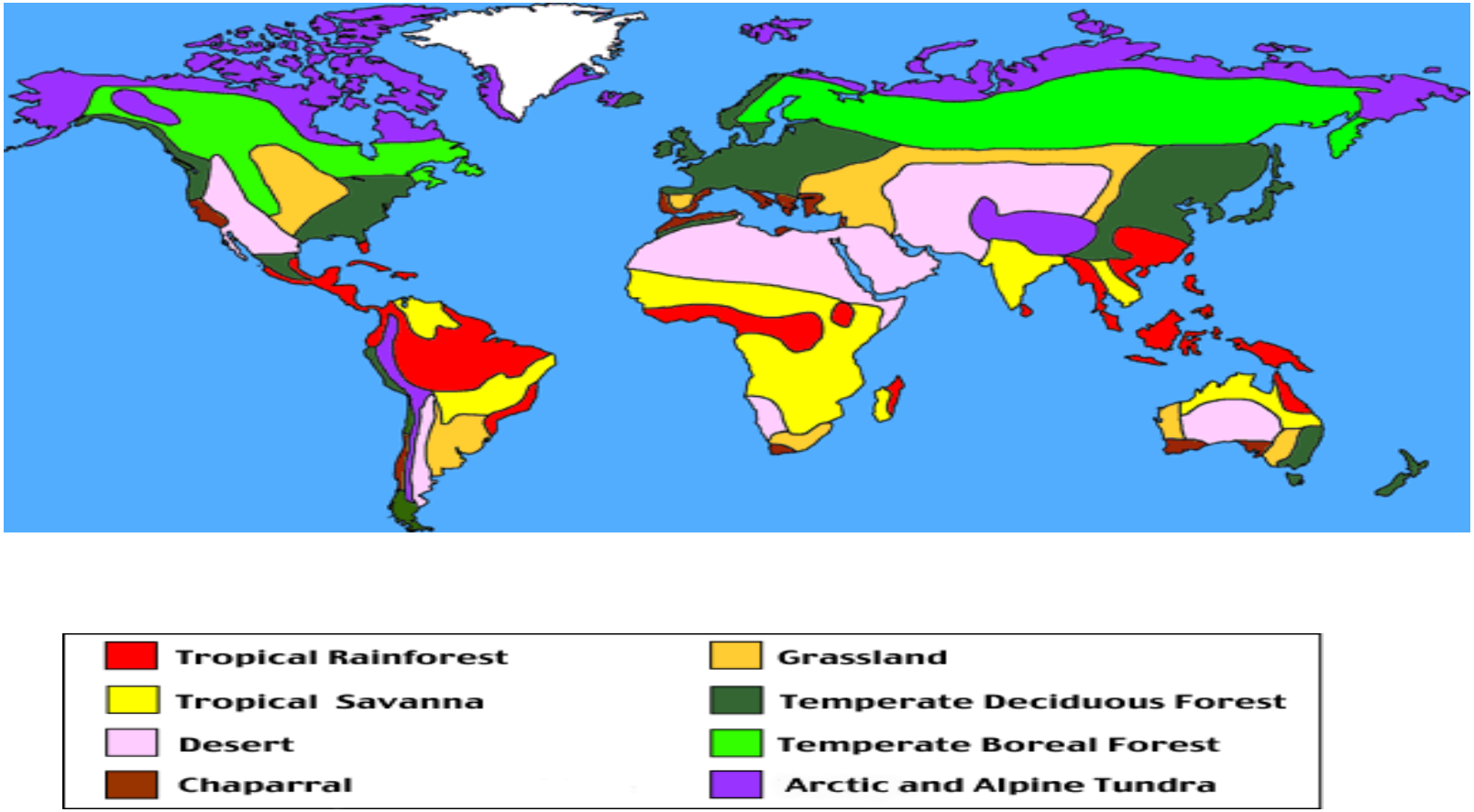

Figure 2.3. Distribution of the Earth's eight major terrestrial biomes (Salem 2009)

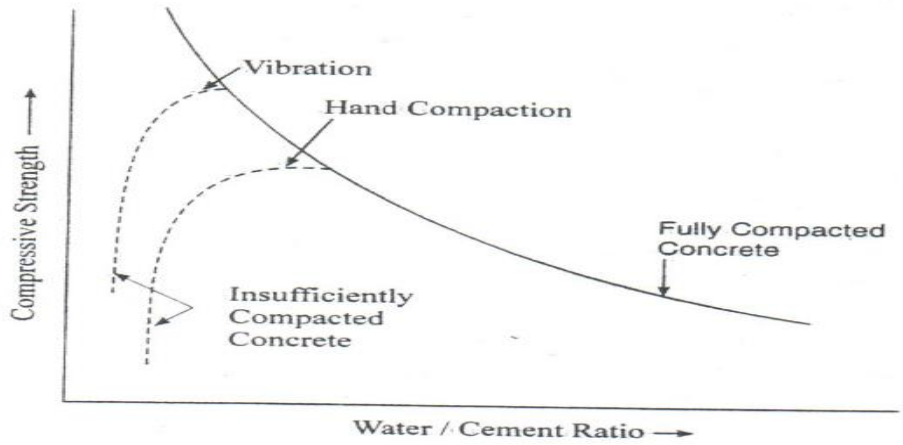

Figure 2. The relationship between strength and water/cement ratio of concrete (Shetty 2004).

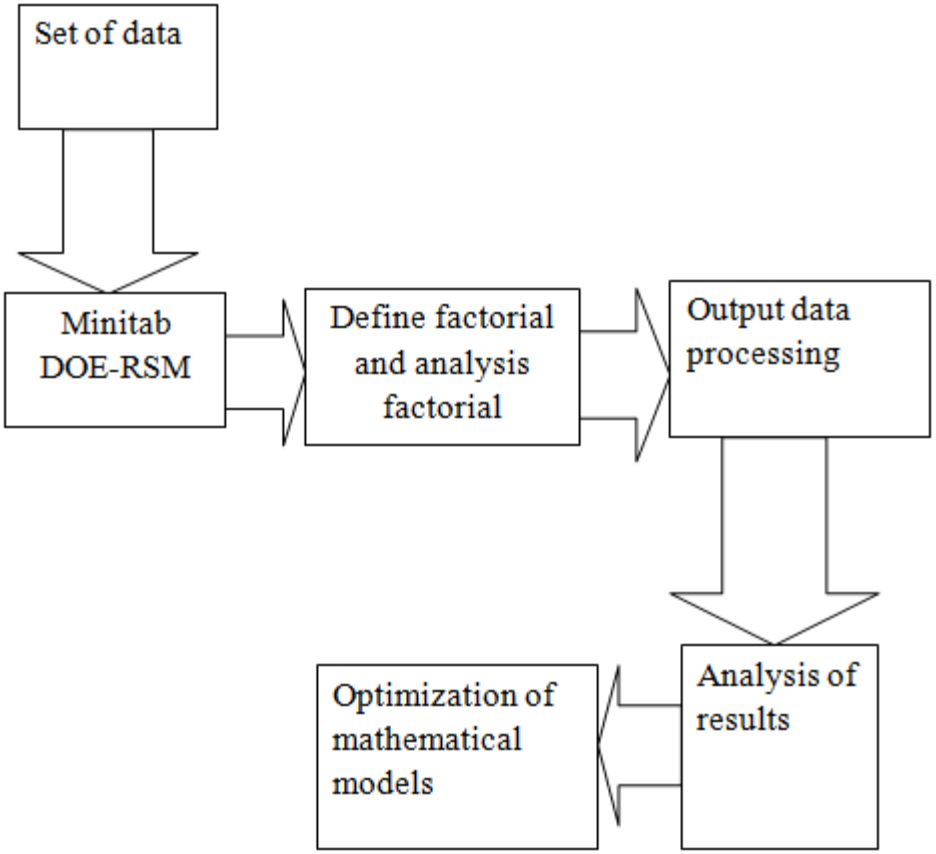

Figure 1: Flow Diagram for Research

Assignment

In technical report what are the similarities and difference between a table and a figure

Thank you for listening