

Reading:

Interpreting Graphics into Verbal

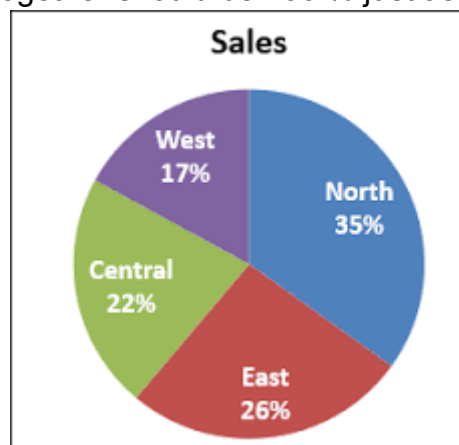
[Pie chart/Bar Diagram/Flow chart]

Graphics into Verbal:

We have already studied info-graphics reading in Unit 3 and learnt how to change info-graphics into a paragraph. Data can be represented through Pie Chart, Bar diagram and Flow Chart which are the most common graphical methods. Visual to verbal and verbal to visual are the two conversion methods which are frequently used in workplace environment.

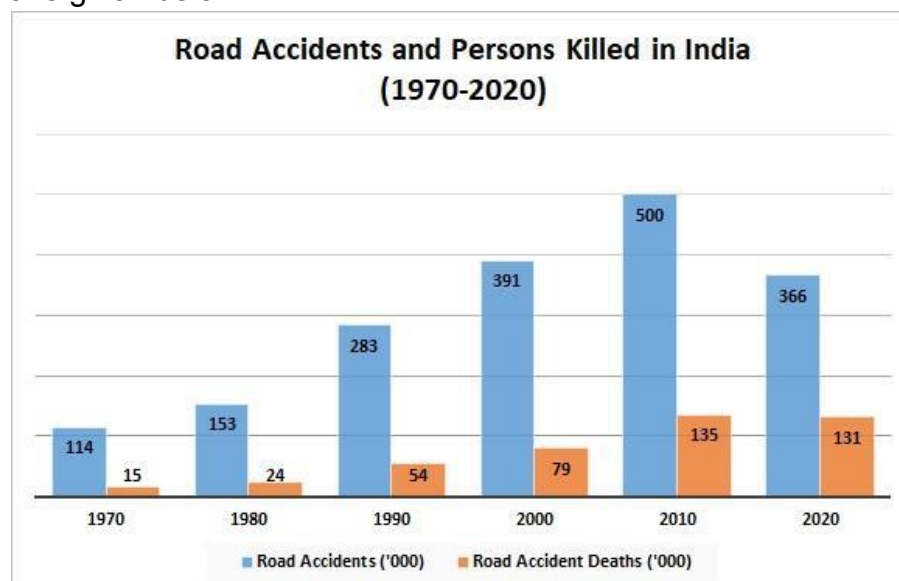
A Pie-Chart:

A pie chart also known as circle chart is a circular graph that displays data as a percentage of a whole. It means that the circle represents the whole and the slices represent the categories that make up the whole. The total value of all slices put together should be 100 % just as the one given below:



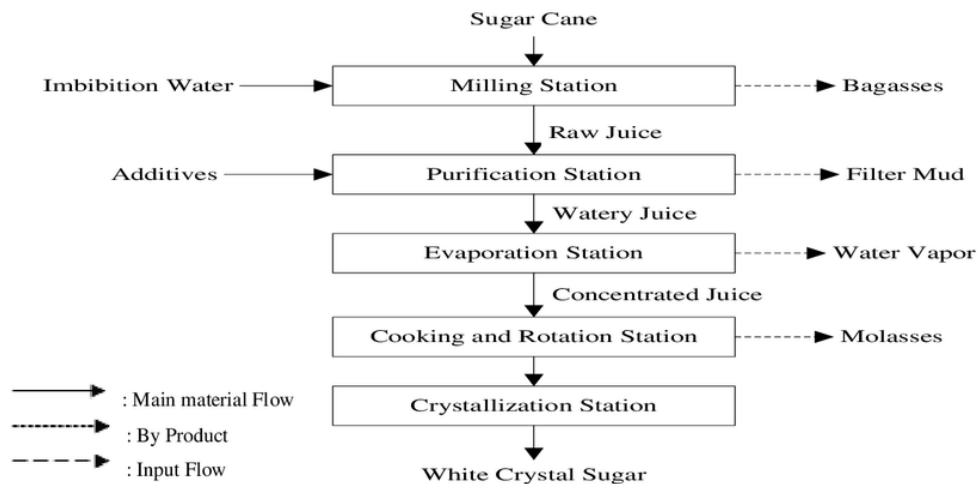
Bar Diagram:

Bar diagram refers to a chart with horizontal and vertical axis in which rectangular bars are used to represent categorical data. The height of the bars is in proportion to the value it represents. Bar diagram is useful to compare different categories of data or to track changes over a period of time as the one given below:



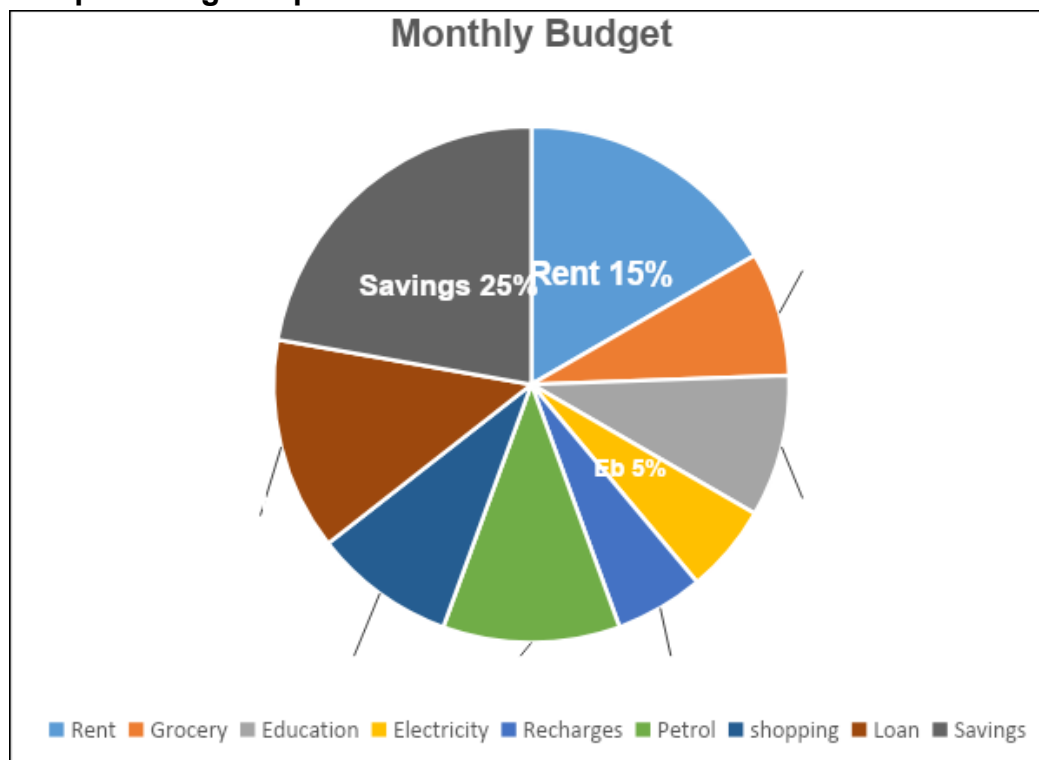
Flow Chart:

Flow Chart is a diagram that displays how a process takes place step by step in sequential order. It is useful to visualize complex processes or assign tasks to your team. It is widely used in labs, Sales, Marketing, Business, Engineering and Manufacturing. Look at the example given below:



Exercise 1

Interpret the given pie-chart into verbal:



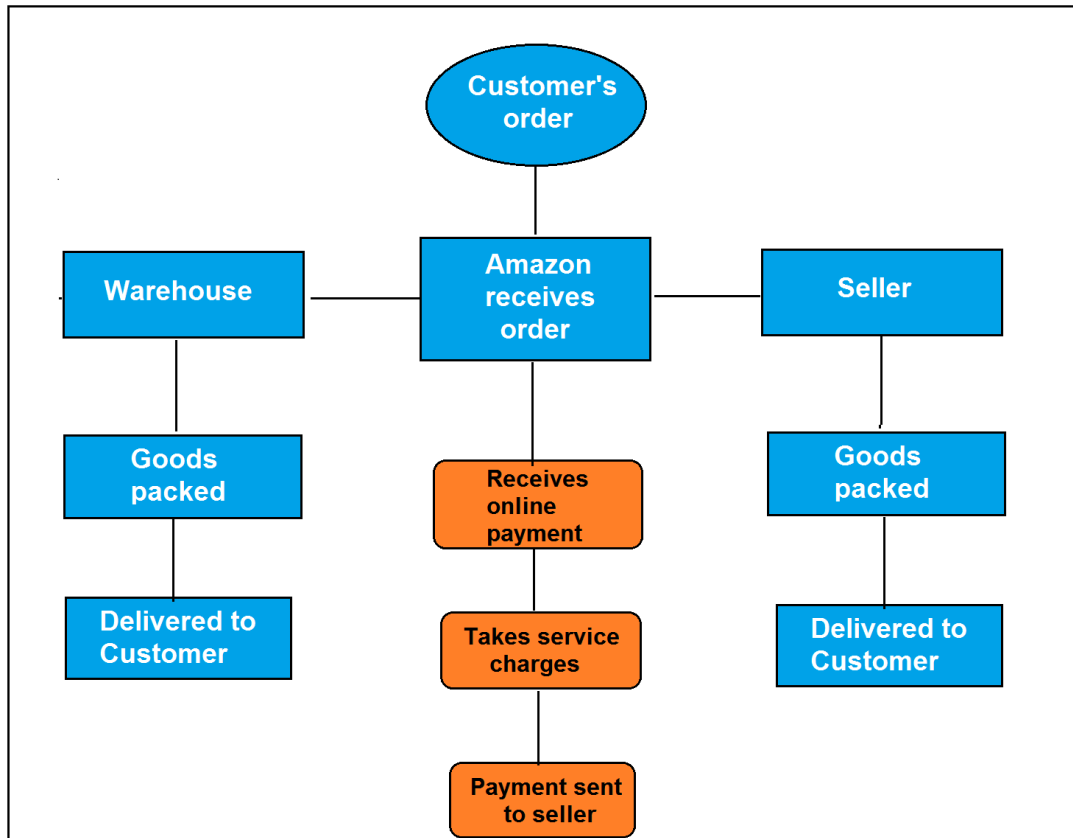
Answer:

The given pie-chart is about monthly budget consisting of various expenses. The various items compared are savings, rent, grocery, education, EB, recharges, petrol, shopping and loan repayment. The major portion of the income 25% is reserved for savings. Eb and Recharges are equally 5% and

remain the least expenditures. Next the family spends 12% to buy grocery. It spends 15% of the income to pay rent. Both Shopping and Education have equal expenditures of 8 %. The family repays its loan by allocating 12% of the income. Petrol cost is unavoidable and it takes away 10% of the income. The amount spent for rent is higher than all other expenses. Next to rent, grocery and repayment of loan equally take away the large portion of income, that is, 12%.

Exercise 2

Interpret the given Flowchart into verbal:



Answer:

The given flowchart explains the process involved in Amazon online shopping. First, customer places an order to Amazon. Then, Amazon receives the order and sends it to Warehouse or to the seller. If it is sent to the warehouse, then the warehouse packs the goods and delivers it to the customer by courier or parcel service. If the order is sent to the seller, then the seller packs the goods and delivers it to the customer by courier or parcel service. On the other side, Amazon receives online payment from the customer. It deducts its service charges and then sends the remaining amount as payment to the seller. This is how Amazon online shopping works.

Exercise 3:

Interpret the given bar diagram into verbal.

(Refer Unit 3 - Writing - Info-graphics - bar diagram)
