

Textual Data Presentation Formats

1. Paragraph Format

In this format, data is presented as running text in one or more paragraphs. It is suitable for describing data, observations, and results in an explanatory manner.

Example:

The survey conducted in the city showed that out of 1,000 participants, 60% preferred using public transport, while 30% relied on private vehicles. The remaining 10% chose bicycles or walked. The preference for public transport was significantly higher among people aged 18-35.

2. Numbered List Format

This format presents the data in an ordered (numbered) list, making it suitable for sequential data and steps.

1. Total students surveyed: 200
2. Students preferring online classes: 120
3. Students preferring offline classes: 65
4. No preference: 15

3. Bulleted List Format

Data is organized as bullet points, making it easier to highlight important findings or categories.

- 75% of employees reported satisfaction with remote work.
- 20% felt neutral about remote work.
- 5% preferred to work from the office.

4. Sentence Format

Data is presented in single, separate sentences for each key point or fact.

55% of customers rated the service as 'excellent'. 35% rated it as 'good'. Only 10% provided a 'satisfactory' rating.

Important Notes:

- Textual data presentation is best for describing data in detail and providing explanations.
- It is less effective for presenting large or complex numerical data compared to tables or charts.
- Clarity and conciseness are important to avoid ambiguity.
- Use for small data sets, summaries, or when context and background need to be emphasized.
- Appropriate formatting (paragraphs, lists) enhances readability.