

# 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.