



Clear Figures

A Guide to Presenting Numbers, Tables, and Charts

About this workshop

Many of us routinely deal with numbers, tables, and charts, but few people have training in data presentation.

This practical, hands-on workshop focuses on ways to present data so that it's easy to read and understand. Based on the work of statisticians and information designers, but developed with the layperson in mind, the workshop will provide easy-to-understand tools for clear and persuasive visual communication.

About the instructor

Michelle Boulton facilitates clear communication. Using skills she developed working as a writer, editor, and document designer for more than 25 years, she helps people create documents that clearly communicate their intended message.

Michelle was a founding member of the Saskatchewan branch of Editors Canada, is a past president of their national executive council, and co-chaired the task force that redefined their Professional Editorial Standards.

She leads our team of writers, editors, translators, designers, web developers, and project managers. We represent a range of expertise from many backgrounds, but we share a common goal—to help you communicate effectively.

What you will learn

Fundamental concepts

- How to write about numbers
- Rules of plain figures

Introduction to data visualization

- Show how things look (drawings, photographs, maps)
- Represent numbers and quantities (tables and graphs)
- Depict relationships (flowcharts, schematic diagrams)
- Make abstract concepts and relationships concrete (organizational charts)

Analyzing data

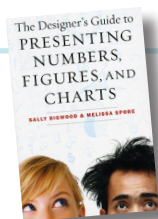
- Look for patterns
- Identify relationships
- Find exceptions

Who should take this workshop?

This workshop is for researchers, writers, editors, designers, business professionals ... anyone who routinely deals with data.

Improving tables, charts, and graphs

- Organize information
- Remove barriers to understanding
- Highlight important information



Developed by Sally Bigwood and Melissa Spore, authors of *The Designer's Guide to Presenting Numbers, Figures, and Charts*.