

## ...structure information

When you present information to someone else, verbally or in writing, it needs to be well structured. If you are not clear and logical in what you say or write, it will be difficult for other people to understand you.

You need to group similar information together, perhaps using headings or numbered points. This helps your reader or listener follow your line of thought or description of events, and understand the main points.

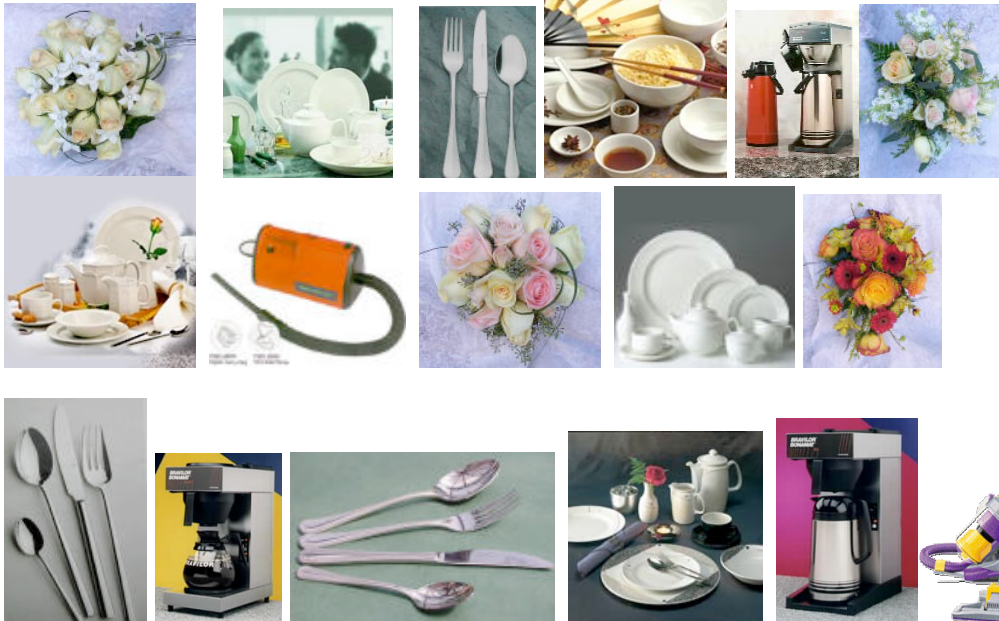
## Ways to structure information

## Classifying information

You may need to group information from many sources, for example different types of equipment, guests, activities and so on.

## Try this!

Classify the objects shown. What headings would you use?



## Analysing information



Analysis is used to break down a piece of information, for example an event, piece of equipment, process, article or argument, into its components. An example would be describing the stages in cooking a dish.

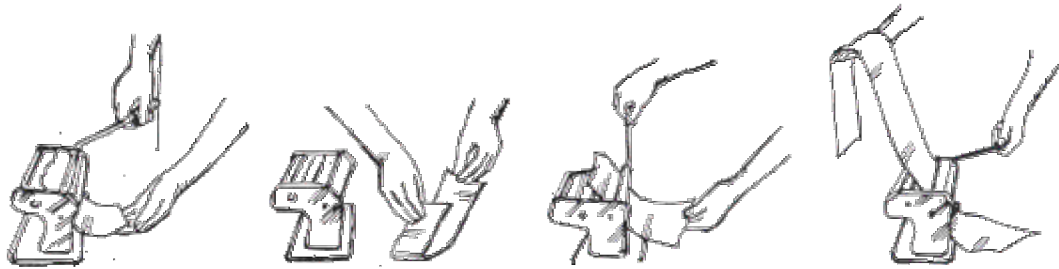
### Try this!

Analyse the pasta maker into its component parts.

## Ordering information

You need to decide which information is going to come first. Think about:

- **purpose:** what am I trying to achieve?
- **audience:** what do they know already? What do they need to know? How easily can they understand me?
- **what would be most appropriate?**
  - most important points first
  - easiest points first
  - logical steps in a process
  - order of time
  - working left to right, top to toe, north to south, front to back.



**Try this!**

**Reorganise the following instructions on how to use a pasta machine.**

- a Before passing the pasta through the rollers another time, fold the sheet in two and sprinkle lightly with flour.
- b Continue reducing the space between the rollers by one notch at a time, each time passing the lengthening sheet of dough through the rollers once. Stop once the desired thickness has been obtained.
- c Pass the pasta through the widest opening six to eight times, folding it in two each time. The dough should be fairly soft. If it is too sticky, sprinkle lightly with flour.
- d Reduce the spacing between the rollers by one notch. Pass the sheet of dough through the rollers once.
- e Start passing part of the dough through the rollers, turning the handle as illustrated at left.
- f Turn the adjustment knob until the flat rollers are at their widest opening.

From: <http://fantes.com/imperia.htm#prepare>

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