



Using tables and pre-set formats

Tables

You can use tables to arrange information clearly in columns and rows. For example, a table is a good way to show price lists.

You should make sure your table has a clear and suitable title. You also need to make sure that the columns in your table have appropriate headings so that the reader can make sense of the information.

Here's an example of a table showing bicycle rental hire charges.

Number of Days Hire	Total cost (£ per person)
1	£5.00
2	£9.00
3	£12.00
4	£13.50
Over 4 days	Ask the manager for a quote

Pre-set formats

Many workplace environments use pre-set formats for employees to complete - for example, accident report forms, timesheets and customer order forms. We also come across forms in lots of everyday situations - for example, job application forms, registration and order forms and forms at the Post Office.

Here are some **points to consider** when filling out forms:

- Does the form include an instruction to use a particular colour of pen? This is sometimes important if forms need to be photocopied.
- Does the form include the instruction 'complete in CAPITAL/BLOCK letters'?
- Have you read all the instructions carefully?
- Have you completed all the YES/NO questions?
- Have you checked the small print?