



## Presenting information in the form of a table

You can use tables to arrange and summarise information in rows and columns. Tables often contain numerical information.

The blank table below has been designed to help summarise the details of the employees below. Work out the key information to include in each column.

### Office employees

These employees work in the Wordywise office. Use the information they've provided to help you complete the table in the worksheet **Presenting information in the form of a table**.



"My name's Rose Ling. I've worked at Wordywise for a year. I'm 26 and I work in the export department."



"My name's Mark Winter and I've just had my 21st birthday. I started work at Wordywise when I was 16. I work in the accounts department."



"I too work in the export department. I joined Wordywise three years ago. My name is Chandra Nayar and I'm 42."



"I'm 56 and have worked at Wordywise for 16 years. My name's John Read and I work in the IT department."



"My name's Clive Robertson. I've just received a long-service award because I've worked in the accounts department at Wordywise for 25 years! I'll retire next year when I'm 60."



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To complete the table you'll need to use your knowledge of this type of format. Remember to give the table a suitable title and give each column an appropriate heading.

Title: \_\_\_\_\_

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