



Presenting information in the form of a table - answers

The example below shows how your table might look. You may have decided to put the information in a different order. For example, you could have shown the information by listing the names alphabetically, in order of age, by length of service or by area of work.

Personal details of staff working in the your office

Name	Age	Length of service (in years)	Area of work
Rose Ling	26	1	Export
Mark Winter	21	5	Accounts
Chandra Nayar	42	3	Export
John Read	56	16	IT
Clive Robertson	59	25	Accounts

The following example shows the same information, but this time sorted in alphabetical order of surname rather than length of service.

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John Read	56	16	IT
Clive Robertson	59	25	Accounts
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