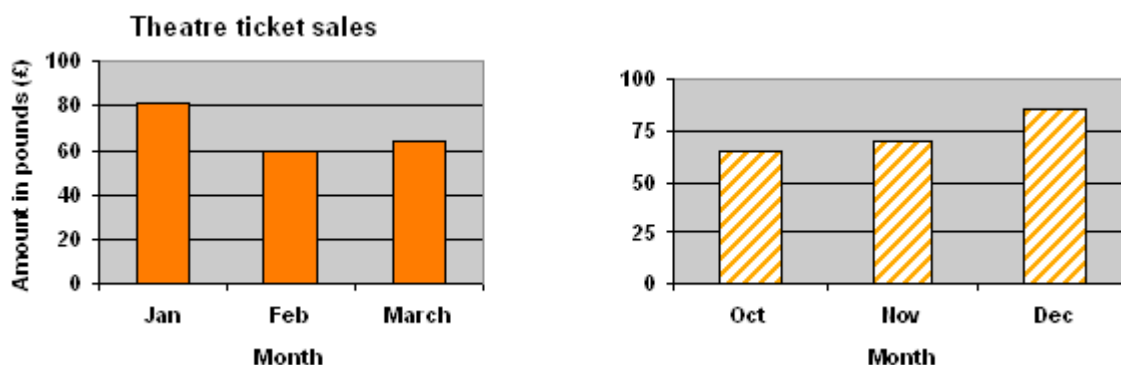


Using clear labels on your chart or diagram

When organising information it is important that you follow a few rules to make sure that your chart or diagram makes sense. For example, look at the two bar charts below:



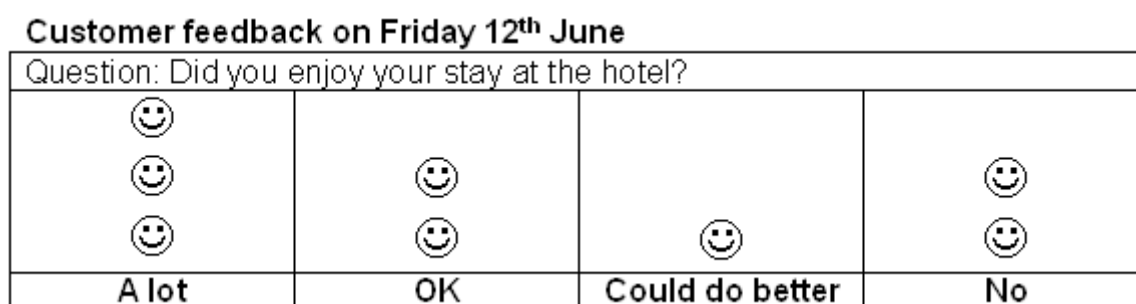
They both look similar, but the one on the right is difficult to understand, can you see why?

A title: the bar chart on the right is missing a title. You can't tell what the chart is about.

Label axis: it is important to label each axis. On the bar chart on the left the vertical axis is labelled 'Amounts in pounds (£)'. But on the bar chart on the right the vertical axis isn't labelled, you can't tell what the numbers represent.

The scale: the scale you use is important because it changes the way a chart looks. It also affects how you read values. Look at the chart on the right. Each division is worth 25, which makes it difficult to read the bars accurately.

Have a look at the pictogram below, what information is missing?



The **key** is missing. Without a key, you don't know how many people each symbol represents.

Tips

- Make sure your chart or diagram has a **title** and **clearly labelled axes**.
- Choose a **sensible scale** for your bar chart so that it is easy to read.
- Use a **key** to explain what the bars or pictures mean in a pictogram.