

Worksheet 1 checklist

Graphs and Tables (communication of quantitative data):

Problem 1	Problem 2	Problem 3	Problem 4	Problem 5	Problem 6	✓ = fine, good job N = needs to be improved on future documents X = unacceptable STUDENTS – use the column left of the dashed line, the grader will use the right side.
						Appropriate type of graph or table to communicate most effectively
						Graphs contain relevant information that is beneficial to display graphically
						Number of graphs: Sets of data graphed together or separately as appropriate
						All figures and tables numbered and titled
						Figure/table number and title in proper location (figures – title goes below; tables – title goes above)
						Axis or columns labeled (example: Force)
						Axis or columns contain units (example: pounds)
						X-Y axis scales are appropriate
						Trend lines (or rarely “connect the dots”) between data points are used (or not used) as appropriate.
						If more than one set of data is present on the graph, each set of data is clearly marked with a legend, or individual labels if there are many data sets or it is unclear which trendlines go with which data points.
						Colors (or gray scale) are of sufficient contrast such distinctions are not lost with gray scale photocopies.
						Text font and graphical information is sufficiently large (12 point text preferred)
						If contains information not created by the author, the information is referenced (cited) properly
						All figures and tables are self explanatory
						All figures and tables discussed in the text
						BOTTOM LINE: the figures and tables are used as a highly effective communication tool!