

Presenting information

Producing a well-written project can be difficult and very stressful.

But getting anxious only makes it harder to finish your project, and it'll ruin your hairstyle.

So, let's take a cool-headed approach. What it boils down to is content and how to present it.

Say you're investigating the benefits of healthy eating. To begin with, you need to carry out research and get all the material to help you form your argument.

You've then got to sort through it all, and give it a shape that makes sense.

That seems like a lot, but giving a good structure to a piece of work isn't so difficult.

Start with an introduction that briefly explains what it's about and where it's going to go.

Then, the main section, where you present the facts and develop your thoughts clearly and coherently, followed by a conclusion to sum it all up.

You want your report to look good on the page, so think about how to present your work effectively in order to bring your argument alive.

Often words by themselves aren't enough to make an impressive report. Imagine yourself as the editor of a magazine or website – how would you attract your readers?

Images are a great way to illustrate your themes, and of course with just a few clicks you have access to millions of them. They do need to be relevant though.

Cats doing crazy things are definitely funny, but is your project about cats doing crazy things?

If not presented well, statistics can make your work really dense and heavy. Presenting stats in tables and graphs is both visually interesting and makes the information easier for your reader to understand.

A bar graph is a good way to visually compare a range of data as each value takes the form of a bar.

Bitesize

A line graph is where each figure is a dot on the graph, which are joined together. Use a line graph to show change over time.

And pie charts. These are useful for showing how a definite range of data breaks up into its parts.

And you're not just limited to images and graphs. How about including social media? But only if it's relevant, of course.

If you present your project in a clear, well-formatted and visually interesting way, you're likely to attract more readers, and hopefully your hair will still look OK.