



MANAGEMENT ANSWERS

FORMATS FOR QUALITATIVE AND QUANTATIVE INFORMATION

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Explain the different formats that would generally be used when presenting qualitative and quantitative information?

A4 PAPER

Most information of a qualitative and quantitative nature will be on A4 Paper, such as a letterhead, memo, policies and procedures, general guidance and health and safety notices. Depending on the need for security of these documents they will have both legal and policy implications as to where they are left, stored and available for others to see.

FAX

An instant transmission of information from one machine to another, where the document sent will be a direct copy of what is received

EMAIL

When presenting qualitative and quantitative information, email probably is the fastest in terms of getting information from one person to another, often taking a few seconds to transmit that information. It can be either secure or insecure and should not be used to send confidential information over an insecure email

COMPUTER

Most homes now have computers and most records, policies and procedures are stored on these, often as a backup to the paper record. Having policies and procedures on a computer means that they can easily be changed and altered over time, as legal and procedural measures change.

CD

CDs now form a storage facility which can be for information which needs to be safe and secure plus if it is confidential, be kept away from others who have access to the computer, this also can store pictures including moving pictures from a CCTV camera.

POWERPOINT

This is a programme that can be accessed from a computer which can be used as slides to help information be shared with a group, such as a sales promotion or a training session. It can cover the main points more effectively than just a verbal session.

WEB-CAM

Nowadays, most people have a web-cam, where the individuals can see each other with a camera linked to the internet, this can be useful for conferences, when individuals cannot be together, but can meet and discuss issues face to face whilst they are miles away

FILM

With modern Cameras, which are small and easily used, information, discussions, role play and other uses can be filmed and used to present qualitative and quantitative information?

TELEPHONE CONFERENCE

Just as the Computer can have a web-cam that can have individuals see each other over the internet, a telephone system can have multiple individuals talking to each other and passing information over the telephone. This equipment is available and can be more accessible for some people

MOBILE PHONES

With the camera and film access of the new telephones, images, pictures and text can be sent and received in this medium.













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