

TECHNICAL REPORT WRITING FOR ENGINEERS

TABLE TIPS

When you come to make a table for your report, be sure to follow our best practice tips for presenting data in tables:

Heading for each column

Each heading has units for the variables that follow

T_{db} (°C)	h_{dry} kJkg ⁻¹	h_{sat} kJkg ⁻¹	v_{dry} kgm ⁻³	v_{sat} kgm ⁻³
-5	-5.03	1.16	0.76	0.76
0	0.00	9.148	0.77	0.78
5	5.03	18.65	0.79	0.80
10	10.06	29.37	0.80	0.81
15	15.10	42.13	0.82	0.83
20	20.13	57.58	0.83	0.85
25	25.16	76.52	0.84	0.87
30	30.20	100.01	0.86	0.90
35	35.23	129.43	0.87	0.92

Data laid out so that the decimal points are aligned

Sufficient grid lines to follow the data across the table

Appropriate number of significant figures

Table X: Thermodynamic properties of dry and saturated air

Caption explains what is in the table

Ask yourself the following questions to make sure you are displaying your data most effectively.

Is a table the best way to display the data?

Often a graph in the main body of a report and a table with the actual values in the appendix will be most effective.

Have you labelled your table?

Make sure the headings are clear and that units are included. Put a number and a title under the table so you can refer to it in the text. You can add “above” and “below” to the description, but this is not as useful as numbering tables.

Do you have many unnecessary decimal places?

Report data to an appropriate number of significant figures and choose units so that your table does not include many zeros or unnecessary numbers.