



## CLB 5 How to Read a Table

A table is a document that has important information. Time sheets are often in the form of a table. Work schedules are another example of tables.

### Instructions:

1. Study the information about tables. What are the different parts?
2. Answer the questions about the table.

### TRANSFERRABLE SKILL:

Reading different kinds of tables.

## Organizing Tables

Tables have lists of numbers, words, or pictures.

A table has titles, columns, rows, and labels.

**Title** The name of the table. It tells you the purpose of the table. It is usually above the table.

**Columns** Go from the top of the page down to the bottom.

**Rows** Start on the left of the page and go to the right.

**Labels** Names of the rows and/or columns. They are in the first row or column.

**Title:** The title of this table is **Weekly Employee Time Sheet**.

| Weekly Employee Time Sheet |         |       |        |        |             |
|----------------------------|---------|-------|--------|--------|-------------|
| Date                       | Day     | Start | Finish | Breaks | Total Hours |
|                            | Monday  |       |        |        |             |
|                            | Tuesday |       |        |        |             |

**Columns:** There are 6 columns in this table.

| 1         | 2         | 3     | 4      | 5             | 6           |
|-----------|-----------|-------|--------|---------------|-------------|
| Date      | Day       | Start | Finish | Breaks        | Total Hours |
| January 7 | Monday    | 10 am | 3 pm   | 12 – 12:30 pm | 5           |
|           | Tuesday   |       |        |               |             |
|           | Wednesday |       |        |               |             |
|           | Thursday  |       |        |               |             |

**Rows:** There are 8 rows in this table.

| 1 | Date      | Day       | Start | Finish | Breaks        | Total Hours |
|---|-----------|-----------|-------|--------|---------------|-------------|
| 2 | January 7 | Monday    | 10 am | 3 pm   | 12 – 12:30 pm | 5           |
| 3 |           | Tuesday   |       |        |               |             |
| 4 |           | Wednesday |       |        |               |             |
| 5 |           | Thursday  |       |        |               |             |
| 6 |           | Friday    |       |        |               |             |
| 7 |           | Saturday  |       |        |               |             |
| 8 |           | Sunday    |       |        |               |             |

Total Hours Worked:

**Labels:** There are 6 labels on this table.

They are: Date, Day, Start, Finish, Breaks, and Total Hours.

| Weekly Employee Time Sheet |           |       |        |        |             |
|----------------------------|-----------|-------|--------|--------|-------------|
| Date                       | Day       | Start | Finish | Breaks | Total Hours |
|                            | Monday    |       |        |        |             |
|                            | Tuesday   |       |        |        |             |
|                            | Wednesday |       |        |        |             |
|                            | Thursday  |       |        |        |             |

### How do you read a table?

A. Look to see what information is in a table.

1. Look at the title.
2. Look at the labels.
3. Look at the first column.

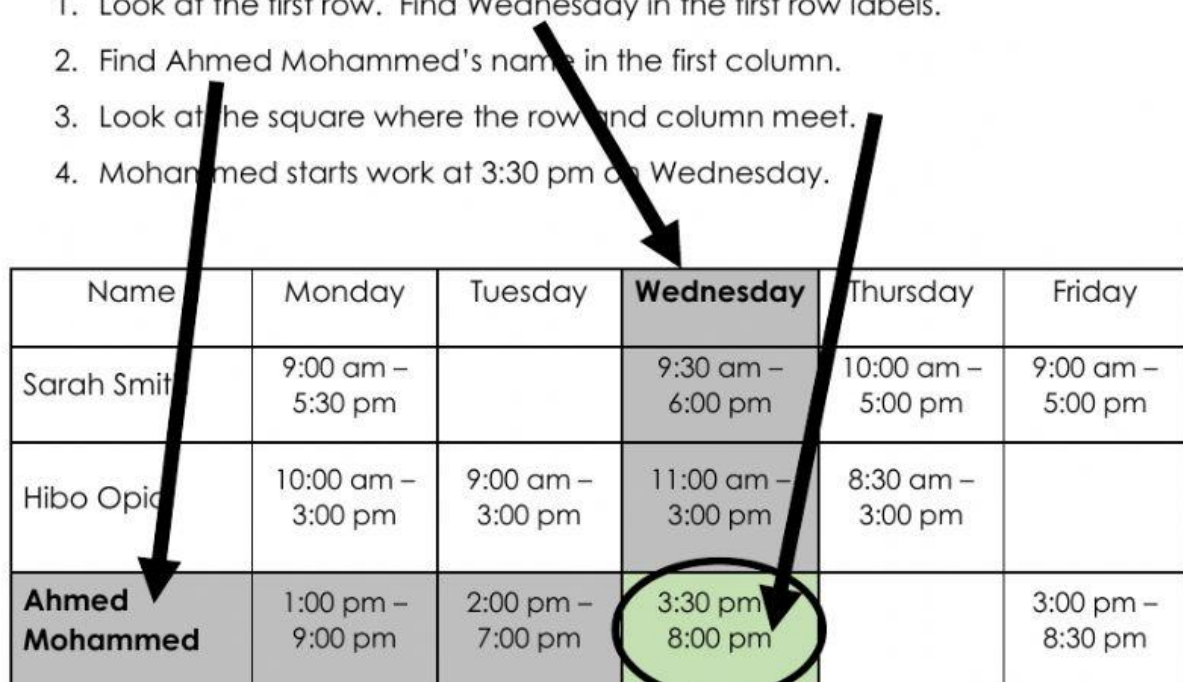
B. Read the table from the top to the bottom and from the left to the right.

To find the information you need:

- Find the label you are looking for. Put a finger on the start of that row.
- Put another finger on the top of a column.
- Move your first finger from left to right.
- Move your second finger from top to bottom.
- Stop moving when your fingers come together.
- When you stop moving, you find the answer.

### Example: What time does Ahmed Mohammed start work on Wednesday?

1. Look at the first row. Find Wednesday in the first row labels.
2. Find Ahmed Mohammed's name in the first column.
3. Look at the square where the row and column meet.
4. Mohammed starts work at 3:30 pm on Wednesday.



| Name           | Monday             | Tuesday           | Wednesday          | Thursday           | Friday            |
|----------------|--------------------|-------------------|--------------------|--------------------|-------------------|
| Sarah Smith    | 9:00 am – 5:30 pm  |                   | 9:30 am – 6:00 pm  | 10:00 am – 5:00 pm | 9:00 am – 5:00 pm |
| Hibo Opio      | 10:00 am – 3:00 pm | 9:00 am – 3:00 pm | 11:00 am – 3:00 pm | 8:30 am – 3:00 pm  |                   |
| Ahmed Mohammed | 1:00 pm – 9:00 pm  | 2:00 pm – 7:00 pm | 3:30 pm – 8:00 pm  |                    | 3:00 pm – 8:30 pm |

## Practice

### Full-time Staff Schedule, June 1-7

| Full-time Staff Schedule, June 1-7 |                    |                    |                    |                    |                    |                    |                    |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Label                              |                    |                    |                    |                    |                    |                    |                    |
| Employee name                      | Sunday             | Monday             | Tuesday            | Wednesday          | Thursday           | Friday             | Saturday           |
| Label                              | Aisha              | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. |                    |
| Mary                               | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. |                    |                    | 12 p.m.-<br>8 p.m. |
| Ali                                | 12 p.m.-<br>8 p.m. |                    |                    | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. |
| Ibrahim                            |                    | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. | 12 p.m.-<br>8 p.m. |                    |
| Column                             |                    |                    |                    |                    |                    |                    |                    |
| Row                                |                    |                    |                    |                    |                    |                    |                    |

**Purpose:** Look at the title.

1. What information can you find in this table? What is the purpose?

---

2. Who needs to read this table?

---

**Rows:** Look at the top row.

3. What days of the week do people work?

---

**Column:** Look at the first column.

4. How many employees are working that week? \_\_\_\_\_

5. Who is first on the list? \_\_\_\_\_

6. Who is last on the list? \_\_\_\_\_

### **Getting information from the table:**

**Read tables from left to right and from top to bottom**

7. Which two people work on Sundays?

\_\_\_\_\_

*Put your finger on Ibrahim's name and move your finger to the right.*

8. Which two days can Ibrahim stay home?

\_\_\_\_\_