Data processing

Vocabulary **1** Match the headings in the box to the data processing steps a–f.

data coding	data collection	data entry	data sorting
data tabulation	data validation		

a _____ Gather the raw data which you want to process. [1]

b _____ Arrange and systemise the data. [ ]

c _____ Clean the data and double-check for faults and inconsistencies. [ ]

d _____ Enter the data into a system. [ ]

e _____ Arrange the data into table format so that it can be analysed. [ ]

f _____ Create categories to organise the data into relevant groups. [ ]

2 Put the data processing steps in 1 into the correct order.

Listening **3** 25 Listen to an IT expert describing the data processing steps to a colleague. Check your answers to 1 and 2.



4 26 Listen and mark the syllable stress in these nouns and verbs.

1 entry
2 collection
3 tabulation
4 validation
5 sorting
6 coding
7 gather
8 create
9 arrange
10 enter
11 double-check
12 format

5 Listen again and repeat the words.

LIVEWORKSHEETS