

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

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b _____ Arrange and systemise the data. ☐

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

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d _____ Enter the data into a system. ☐

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

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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.

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|-----------------------|-------------------------|
| 1 <u>e</u> ntry | 7 ga <u>t</u> her |
| 2 co <u>l</u> lection | 8 cr <u>e</u> ate |
| 3 ta <u>b</u> ulation | 9 ar <u>r</u> ange |
| 4 va <u>l</u> idation | 10 e <u>n</u> ter |
| 5 so <u>r</u> ting | 11 do <u>b</u> le-check |
| 6 co <u>d</u> ing | 12 fo <u>r</u> mat |

5 Listen again and repeat the words.