
Citrus Orchard Foreman Occupational Learning

Progressive Activities Assessment Guide

A3: Data Gathering and Reporting

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Chapter 1

Activity P1

Complete this activity to test your knowledge of the entire chapter:

1. What is data in your context?

Data is a collection of facts and statistics used for reference or analysis.

2. What is data handling?

Data handling refers to this process of collecting, storing, managing, and using data.

3. What is the difference between data and information?

Information is the result of processing, manipulating and organising data in a way that adds knowledge to the receiver.

4. What is environmental data?

Environmental data is data about environmental factors on and around the farm.

5. What is production data?

Production data is data about the activities performed on the farm.

6. What is financial data?

Financial data is all the data about the business side of the farm.

7. What is quality data?

Quality data is data about our fruit itself, and the quality factors that affect our fruits' marketability.

8. What are the three most common types of data collection for citrus farming?

Manual collection, digital collection, and surveys and interviews.

Chapter 2

Activity P2

Complete this activity to test your knowledge of the entire chapter:

1. How would farmers have kept records in the past?

Paper files.

2. How is data kept these days?

Electronic data storage systems.

3. What is data processing?

Data processing involves organizing and analysing data in the database to turn it into meaningful, useful information.

4. What is data reporting?

Data reporting is the act of sharing data or information in a way that is understandable and useful.

5. What are the four most common types of reports you will create or use?

Operational reports, financial reports, compliance reports, and quality reports.

6. What is the value of using visual report formats?

Using visual formats helps to quickly share key information and make reports and presentations more effective.

7. What is a table?

A group of rows and columns of data that depicts sets of figures in relation to certain parameters.

8. What is a pie chart?

A circle divided into a series of segments, mainly used as a way of summarising the percentage distribution of each category in a set of data.

9. What is a bar or column graph?

A series of horizontal or vertical bars that usually present categorical and numeric variables grouped in class intervals.

10. What is a line graph?

A line graph is a visual comparison of the relationship between two variables shown as a continuous line connecting different data points.

11. What is an area graph?

A graph that combines line graphs and stacked bar graphs by colouring the areas underneath each line.