

# Contents

|   |    |
|---|----|
| <b>Acknowledgments</b> .....                                      | 5  |
| <b>Introduction</b> .....   | 7  |
| <b>Chapter 1. Who Needs to Know What, and When?</b> .....         | 9  |
| <b>Chapter 2. Forms of Communicating Evaluation Findings</b> .... | 20 |
| <b>Chapter 3. Using Tables and Graphs to Present Data</b> .....   | 46 |
| <b>Chapter 4. An Evaluation Report Outline</b> .....              | 77 |
| <b>For Further Reading</b> .....                                  | 90 |
| <b>Index</b> .....  | 91 |