LOGICAL STRUCTURING OF TEXT AS ONE OF THE METHODS OF INFORMATION PROCESSING

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Annotation. *By information we mean knowledge, thoughts and ideas, as well as any computer and printed materials. Systematizing or structuring information means putting it in order for a convenient solution to a problem, or rather, distributing it into certain groups and establishing a logical connection between them.*

Key words: *structuring, data, order, information search, tasks, groups.*

Currently, the issue of improving the quality of students' knowledge is very urgent. Information technologies, on the one hand, significantly facilitate working with information, on the other hand, they wean students from working with printed sources. Educational standards imply that students must be able to work with printed types of information: understand the text, comprehend it, carry out various types of analysis and synthesis, and be critical of the material being studied.

A graphical display of the material being studied can provide great support to students when working with text (including electronic text), since any information material can be understood and assimilated only if the scheme of its construction is fully understood. To understand the content of information means to trace the sequence of the author's train of thought, the logic of his evidence, establish connections between individual provisions, highlight the main thing, separate it from reasoning and examples, and this is a deep and detailed analysis of the text.

Carrying out such an analysis is greatly facilitated if the text is depicted in the form of a graphic diagram, on which the whole picture of the logical connections of the phenomenon being studied can be most clearly presented.

When schematically reflecting data, the teacher should take into account the results of research in the field of physiology of perception, attention, memory. Logical structuring of text can be classified as a group of practical methods, namely graphic exercises, the use of which helps to better perceive, comprehend and remember educational or scientific material. Such work, depending on the degree of independence of students, can be of a reproductive, training or creative nature.

The need to structure information appears more often than it might seem at first glance. A systematic approach to information processing significantly accelerates the ability to analyze, make decisions and learn. This is why it is important to organize your data:

Make it easier to find information.

For example, you have a stack of different documents, and you need to quickly find the one you need. Or there are thousands of books in the library, and the reader wants to find a

specific genre or author. Or there are a lot of files on your computer, and you need to distribute them into folders in order to quickly access them and not lose important things.

Speed up work with tasks and ideas.

Quick access to tasks is a special case of simplifying information search. For example, at the planning meeting, employees proposed many ideas for the development of various projects. To continue working on these ideas, they need to be structured. Or another example. In a company, as a rule, there are always many tasks at work. They belong to different projects, but overlap with each other, have different deadlines and performers. How to discuss and control them?

Facilitate the perception and memorization of material.

The human brain is designed in such a way that it better remembers information that is “sorted into sections.” For example, pay attention to the structure of the article you are reading. Does it help you understand the material or just confuse you more? If a person studies insufficiently organized material, he independently performs structuring of knowledge in his head, and this is additional effort. Therefore, if you are writing a book, creating a training course or instructions, you need to present the information in such a way that there is a clear logic that simplifies the perception of the elements.

Structuring the material implies simplifying it. It is necessary to break complex logical connections into simple elements. How to do this correctly? Use the following principles for structuring information:

Select several groups. Before drawing up a data structure, it is important to form an idea of what you want to get as a result, what data is valuable to you. For example, you have a task to perform a competitor analysis. What information about competitors is important for you to obtain? At a minimum, this may be the cost of the product and its characteristics. Based on this information, highlight the key groups of data - cost and characteristics. If necessary, groups can be further divided into subgroups. For example, if there are many characteristics of a product, you can structure them by creating subgroups “Material”, “Manufacturer”, “Colors”.

Create logical connections between groups. Groups should be interconnected and ordered relative to each other. For example, data about competitors can be distributed in order of priority - what information is most important to you. At this stage, an additional check occurs to determine whether the groups were compiled correctly or whether they need to be changed. The result should be an ordered data scheme - structure.

Fill the structure with information. When the structure is ready, distribute the material over it. Depending on the problem being solved, some information will be important to you, while others will not. Weed out unimportant data. For example, if you have information about the history of your competitor's company and it is not valuable to you, you can discard it.

Methods for structuring information.

Depending on the specifics of the task, different methods of structuring information are chosen. This could be simple sorting, grouping, or visual representation. Combine these methods to better organize your data.

Sorting. This is the easiest way to organize information. It is convenient to use when there is a huge amount of data. For example, terms in the dictionary or names in the phone. People often use sorting to structure data without even realizing it.

Classification. Classification is the grouping of data according to a certain characteristic. For example, documents can be structured by purpose (reports, contracts, accounts) or by date (January, February). And work tasks - by project, by executor or by deadline.

By hierarchy. When you combine different methods of structuring information, it is called hierarchy. It allows you to build a multi-level data structure.

Visualization. Any material can be structured using visual elements - presenting data in the form of graphs, diagrams, block diagrams, tables and mental maps. Let's take a closer look at the latter.

Another aspect of the importance of using logical text structuring techniques is the ability to critically and creatively perceive published information. At a certain stage of studying environmental (or any other) disciplines, a critical look at the opinions of individual authors and reasoned arguments against the stated provisions may arise. Careful familiarization with any information should evoke certain thoughts, considerations, hypotheses that correspond to one’s own views, i.e. the flexibility of the student’s thinking is formed.

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