4.3. WRITING: RECOMMENDATIONS, TRANSCODING, ACCIDENT REPORT, SURVEY REPORT

RECOMMENDATIONS

Recommendation is a suggestion or proposal as to the best course of action, especially one put forward by an authoritative body. It is written to observe it for better execution of work.

Note: It begins with the pronoun 'you' you can write like 'you should/ not', 'you must /not'.

Example

1. Write eight set of recommendations to attend the interview.

1) You should dress neatly.

2) You should take all the original certificates.

3) You should take the interview call letter.

4) You should arrive the spot on time.

5) You should ask permission before entering the hall.

6) You should not be nervous.

7) You should speak only the true details.

8) You should avoid the lengthy answers

2. Write eight set of recommendation to safeguard yourself against ATM banking frauds.

1) You should keep your ATM card in a secure place

2) You should cover keypad when entering PIN

3) You should block the card immediately if you lose your card.

4) You should use pin secretly.

5) You should memorize PIN

6) You should not handover your ATM card to any other person

7) You should not ask help from strangers

8) You should not leave ATM till your transaction is over.

3. Write eight set of recommendation to avoid global warming.

1. You should plant more trees.

2. Deforestation should be avoided.

3. You should avoid burning plastic products.

4. You should minimize the usage of refrigerators.

5. Burning of fossil fuels should be avoided.

6. Usage of vehicles should be reduced.

7. You should avoid jet engine.

8. Awareness should be created among the public to save ozone layer

TRANSCODING

Graphs and charts are the most efficient methods for displaying information in a simple manner. Using this form of representation helps its viewer to understand and interpret the information more easily and efficiently, which otherwise could be a very difficult and tedious process. Graphs, charts and tables can be invaluable in a formal report.

Different types of data interpretation:

- ❖ Pie chart
- ❖ Bar chart
- ❖ Tabular column
- ❖ Flow chart

PIE CHART

A pie chart is a way of summarizing a set of categorical data.

It is a circle that is divided into segments. Each segment represents a particular category.

The area of each segment is proportional to the number of cases in that category.

The segments are arranged in alphabetical order and proceed in a clockwise direction. Each part is made distinct with the use of different shades or designs

Example:

❑ **The following pie chart shows the available worldwide sources of electricity. Write a paragraph explaining the chart.**
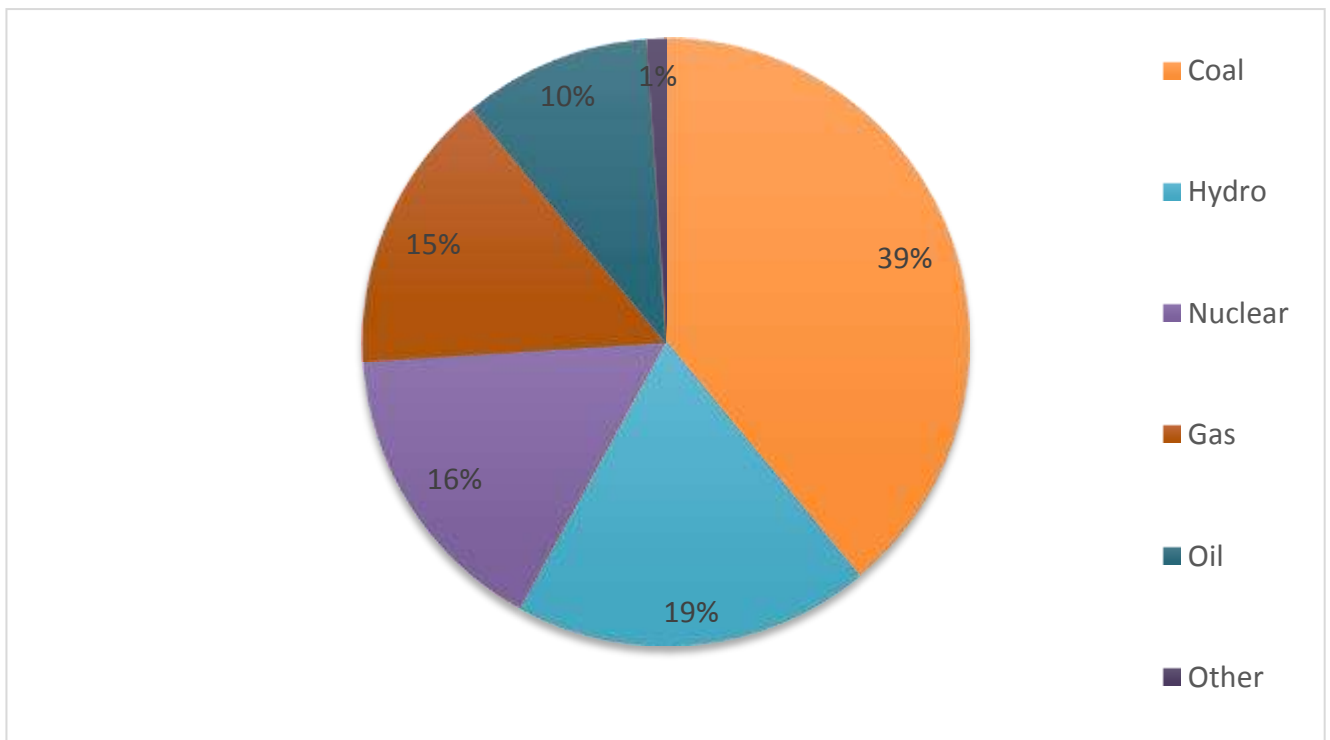
Answer:

The pie chart shows information about sources of electricity available worldwide and specific figures for selected countries. Overall, fossil fuels, such as coal, oil and gas are the most important sources of electricity.

The pie chart shows the main sources of electricity worldwide. Coal is the most important source, at 39%. This is followed by hydro-electric power at 19%, and nuclear power at 16%. A quarter of the world's electricity is produced from oil and gas. However, if all the fossil fuels, coal, oil and gas are added together, they account for almost two-thirds of electricity production. Other sources, such as wind power or solar power, contribute only a little towards electricity generation. In conclusion, sources of power very greatly among countries. However, most countries worldwide rely on fossil fuels such as coal, oil, and gas.

BAR CHART

A bar chart is evenly spaced bar extending horizontally or vertically. It can present the relationship of numbers in two or three dimensions.

Example:

Tropical   Deforestation   by   region,   1990-2000&2000-2005
In thousands of hectares per year Data score
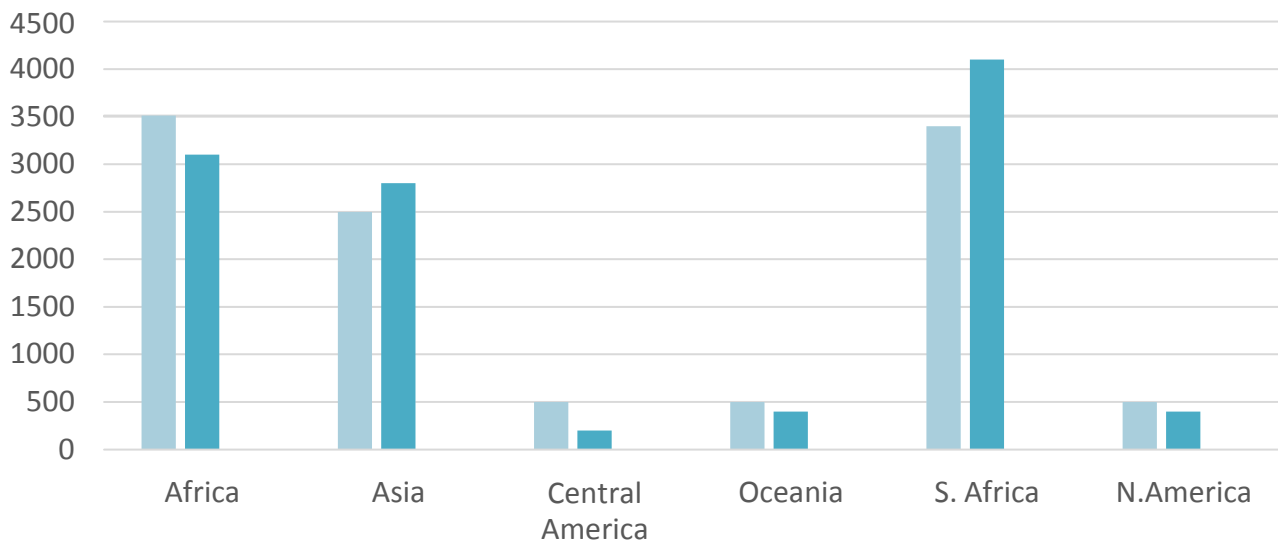
Answer:

This bar chart gives details about the deforestation occurred in different countries during two time zones. In the bar chart, the range at which the deforestation that took place between 1999 – 2000 and 2000 – 2005 in various countries is given. In the first time zone, three thousand and six hundred hectares of forest were cleared in Africa. Two thousand and five hundred hectares were cleared in Asia. Four hundred and eighty hectares of forest were cleared in Central America whereas five hundred hectares were destroyed in Oceania. In contrast, three thousand and eight hundred hectares were cleared in South Africa. The deforestation activity in North America was noted to be four hundred and eighty hectares. Thus, the study for the year 1999 – 2000 shows that compared to Africa, Central and North America and Oceania are noted to be better while the deforestation in Asia seems to be equal to the African countries. In the time zone

between 2000 – 2005, it is noted that except for Asia and South Africa, all the other countries had tried to reduce their deforestation activity. Africa is found to have reduced to three thousand and two hundred hectares – four hundred hectares less than the previous time zone. Asia is observed to have increased its destruction activity by three hundred and fifty hectares raising the total to two thousand eight hundred and fifty hectares. In Central America, only two hundred and fifty hectares were destroyed and in Oceania, four hundred hectares were destroyed, South Africa is seen to have increased the destruction to four thousand and two hundred – four hundred hectares increase. In North America, three hundred hectares only saw deforestation Thus, it is noted that most countries have understood the ill effects of deforestation and have tried to reduce this activity. All the countries should try to follow this trend and make our earth a beautiful place to live in.

TABULAR COLUMN

Tables give a systematic and orderly arrangement of items of information. Tables eliminate the tedious words, phrases and sentences that can instead be put at the top of the column or at the sides of rows in the tables.

Registered Motor Vehicles in Metropolitan Cities (in thousands)

YEAR	KOLKATTA	CHENNAI	MUMBAI	TOAL (K+C+M)	NEW DELHI
1986	339	228	480	1047	961
1991	475	544	629	1648	1813
1994	545	689	608	1842	2239
1998	664	975	860	2499	3033

Answer:

This Tabular Column shows the information about Registered Motor Vehicles in Metropolitan Cities (in thousands). Most of India's major cities now are home to more than a million vehicles, all of which contribute to traffic congestion, high road accidents and pollution, according to a Barclay's report titled 'Megatrends: Accelerating urbanization in India'.

In the report, the company's equity strategy team notes that India's transportation infrastructure is unable to keep up with the country's rapid urbanization rates.
A growing urban population means rising incomes, which translates into a burgeoning number of vehicles on the road. However, the pace of road network expansion has-been slow and the state of public transportation is poor, leading to a host of problems forth Indian cities.

In 1998, Delhi had the maximum number of cars in the country at 961, followed by Kolkata(339), Chennai (228), Hyderabad (3.3 million) and Mumbai (480. Surprisingly, Mumbai doesn't make the cut, coming in sixth with a little over 2 million cars.

FLOW CHART

A flow chart is a pictorial representation describing a process using connecting lines and a set of conventional symbols.

Example:1

**Interpret the flow chart carefully and write out a short paragraph.**

Answer:

Chocolate is a known favorite among people of all age group. The process of preparing chocolate is an age-old method. The main ingredients required for the preparation of chocolate is cocoa. Initially the cocoa beans are first roasted in a temperature of 300 degree for 30 minutes.

Then these cocoa beans are felt for cooling. Then the husk from these beans is removed. The cocoa beans are made into small pieces which are crushed using pepper grinder. Next these crushed particles are turned into brown mush. After which the cocoa bean paste is made ready.

Then this coca bean paste is heated in large pan which is then grinded through mortar grinding. Next sugar, milk and flavor is added which is poured into mold of desired shape and size. At last this is left to cool which is cut into small bars. Finally they ready to serve and eat.

Example:2

Interpret the flowchart which represents the process of making bread. Write a paragraph describing the process given in it.
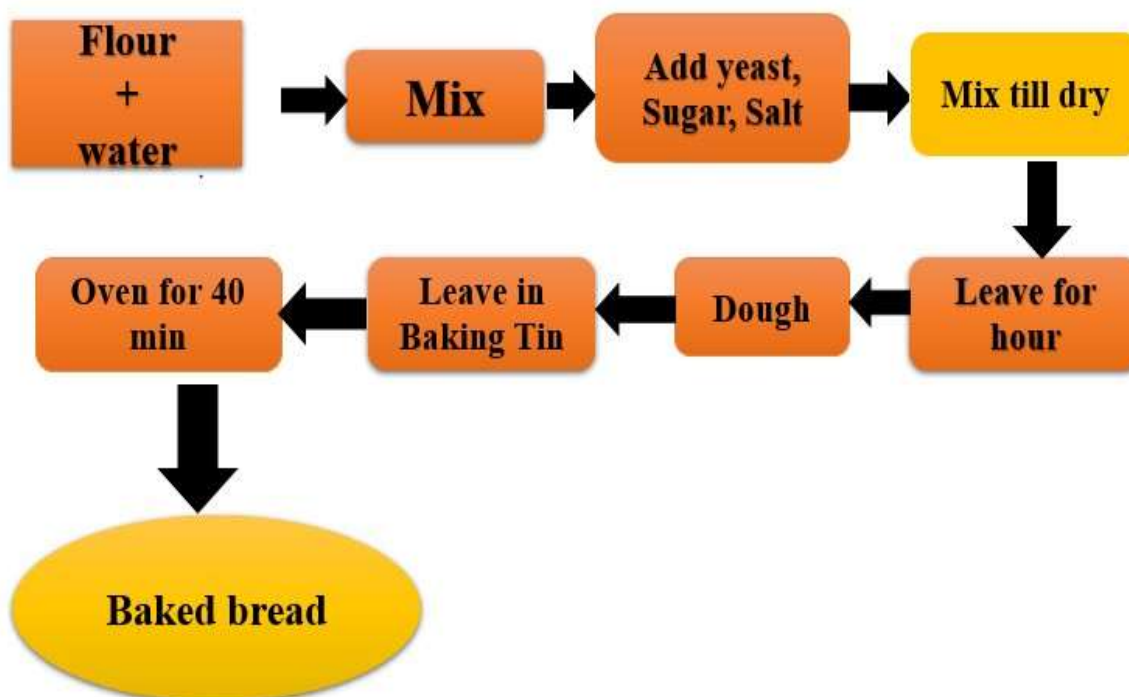
Answer:

Bread is eaten in most part of the world, but not everyone knows how to bake it. I am going to show you the steps involved in baking bread. First, measure the correct amount of flour and warm water. next, flour and water together in a mixing bowl. add yeast, salt and sugar. next, knead the mixture until its feels almost dry. Leave the mixture for about an hour in a warm place. It will grow in size. After this, knead the mixture again. Make sure the mixture is not sticky when you touch it.

Then leave the dough in a baking tin for about an hour so as to give time to riser. Finally, the dough is put into a preheated oven for about 40 minutes. It can be seen that making bread is not difficult along as correct procedure is followed. You will love the taste and smell of freshly baked bread

REPORT WRITING

A report is a formal document written for a specific purpose. It is a basic management tool in decision making. A report may vary from one page to many pages. The report written in one page is informal report or short report. The report which consists of more pages is called formal report or long report. Report may so vary in form content and purpose. The literal meaning of the word report is a statement of facts. A report has various purposes

1. Presenting Data
2. Describing problems
3. Discussing and analyzing data.
4. A giving feedback and recommendations.

A report may be oral or written. An oral report is easy to present. But a written report is a permanent record. A good report must have precision, accuracy, relevance, objectivity, simplicity and brevity.

EXAMPLE

1.ACCIDENT REPORT

Write a report on fire accident happened in the factory.

<div align="center">

A Report on The Fire Accident

In the Welding Section

Submitted to

The Chairman

XYZ manufacturers Ltd,

Chennai -2

Submitted by,

Mr. C. Aji

Assistant Manager

18 January 2015

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To

The chairman,

Sir,

Sub: Report on the fire accident

Ref: your memo dt. 16" January 2015.

    With reference to the accident in our factory, the following report is submitted after a detailed study.

    Last week on 15h January; a fire broke out in the welding section due to a spark produced in the circuit. At that time, two workers were engaging in welding work. It spread so quickly. Hearing the noise the other workers rushed to the spot. Intimating to the fire service about the incident, the workers took an effort to put the fire with the help of fire extinguishers. Within a short period, the fire personnel reached the spot and

they put out the fire before further damage was caused. The two workers sustained burn injuries. They were hospitalized after first aid.

Yours Faithfully

C.Aji

2. SURVEY REPORT

A company is planning to setup a small shoe unit in a small village 20km from Ranipet. You are asked to prepare a survey report about starting the small company.

A SURVEY REPORT ON

Starting small shoe unit in a small

village 20 km from Ranipet.

Submitted to

The marketing Director

Ajantha shoe company

By

Mr. Prasad

Junior Manager

21 March 2015.

Reference:

As required by the Marketing Director of Ajantha Shoe Company a study was made to find the feasibility of starting small shoe unit in a small village 20 km from Ranipet.

Procedure:

A team of young members were sent to the village karankudi 20km from Ranipet last month and collected all the data for starting out factory.

Findings:

After collecting all the response, thorough analysis was done. These are the findings:

- The quality should be very good.

- Should be reasonably priced.

- Add should be attractive.

Conclusion:

After analyzing the market survey about starting small shoe u unit, it has been found that the product will get good response.

Recommendations:

1) Attractive add is needed.

2) Initially some attractive gifts can be given to attract

people.

3) Quality should be perfect.

4) Price should be reasonable.

21 March 2015   Prasad,

                                                                                                   Junior Manager