

WRITING

REPORT WRITING

1. Suppose you are a manager of a company. Write a report on the fire accident that occurred in your company?

Lulu manufactures Pvt..LTd

27, Sholinganallur, OMR

Chennai-105

M.T Suresh

11/03/2020

The Floor Manager

The General Manager

Lulu Manufactures Pvt..LTd

Sir,

Sub: Report on the accident.

Ref: with reference to your memo no JM/BK/453 dated 3/03/2020,a detailed investigation has been made on 2/03/2020 in the factory premise

On 2/03/2020,the workers were busy in the assembly line, All the work was going smoothly suddenly a sparkling in the place where a robot was welding. It spreads to the gunny bags that were stocked close by. The workers who have working on the floor immediately used the fire extinguishers and tried to put off the fire. In spite of the immediate action, one person faints due to suffocation and he was hospitalized immediately

During the investigation it is found that these had been a short circuit in a part of the robot which had been in operation nearly a year. The person in charge of the unit had gone to have tea as was break time sudden fluctuations in the power supply had led to fire out break

- To avoid such incidents in the future, it is recommended that,
- The workers who had been careless should be punished severely
- The Machines should be maintained every alternative day
- Power supply ought to be cut automatically when there is a disruption
- Flammable materials like gunny bags should be kept separately

If such punitive and preventive measures are taken, such fire accident can be prevented in future

Yours faithfully

(Signature)

M.J Suresh

Floor manager

A Feasibility report on introduction of cosmetics in the Chennai city market for Tamil New Year

Submitted to

The Managing Director

Cosmo Hair Oil Company 20 January 2014

Chennai-600026

By

R. Karman

Chief Executive

20 January 2014

Cosmo hair Oil Company

Chennai-26

The Managing Director

Cosmo Hair Oil Company

Sir,

As intimated by you in the letter, No SM/2551 dated 05-01-2014, a study has been made on the potential of introducing cosmetics in and around Chennai. For the fourth coming Tamil new year

Through there are five popular brands of creams, lotions and talcum powders moving in this area, the real competition for us is only from two brands

We conducted an opinion poll among college girls, working women and house wives regarding their favorite brands and reasons for their preference 70% of and reasons of them said that they reliability 25% of them opined that they are provided with attractive offers now and then. But from their opinion, we could infer that if all the cosmetic items are introduced in a single compact pack at a reasonable price with attractive prize schemes it will be received.

In conclusion, our survey proves that there is a good scope for marketing our cosmetics as we have already well established our brand name among the public. Thus it is recommended that before marketing the new cosmetics items, we should ensure that our products are

- Reasonably priced
- Reliable
- Wrapped in attractive and compact price
- Provided with price schemes

Yours Faithfully,

(Signature)

R. Karman

Chief Executive

Report on industrial visit

Rohini college of Engineering and Technology

Palkulam-629401

Balan13/3/2020

The class representative

First year Mechanical. A

The Head of the Department

Mechanical engineering

RCET

Dear Sir,

Sub: Report on one day Industrial visit

On receiving the letter from MRF tyres limited, Manadi,30 students with two faculty members went to an industrial visit to the factory on 6-03-2020.

We all assembled at the college at 8am and left the college in van we reached the factory at 10am .An engineer in charge of production received us at the entrance and gave a brief introduction to the factory we were given masks to be worn then he took as around from one section to the next and explained the process involved in making of tyres. The workers are doing the work concentrated. Everyone was wearing mask. He showed how oxygen would be supplied in case of any toxic leaks, etc. A few robots are also employed to do contain repetitive operations. A visit came to an end at 2:30pm we left the premises at 3pm

It was an informative, interesting and a successful visit As students of Mechanical engineering we learned a few applications of polymers

We express our thanks to the HOD who permitted us to go on the visit, faculty members who accompanied us and the officials who explained the various developments

Thanking you,

Yours faithfully

Sd.

The Class Representative

SURVEY REPORT

As a Executive Director of an organization, conduct a national survey on oceans and their importance in the present scenario. Submit the report to the Chair person of your organization with detailed analysis and descriptions. Give certain recommendations to safe guard oceans and to give enlightenment for the society on oceans.

The Executive

Director

Chennai-103

Aquatics

Control

The Chair Person

Aquatics Control

Chennai-103

Sub: Report on Safeguarding Oceans

Ref: Your memo no. 123/54/18 dated on 12/03/2018 on safeguarding oceans and.

Anne Platt McGinn illustrates in her book, Safeguarding the Health of the Oceans, the damage humanity has caused oceans and the potential destruction to come. Currently, most commercial fish species are fully or overexploited. More than half of the world's coastlines are threatened by development and pollution, and coral reefs are dying from cyanide poisoning, pollution, and global warming. In a national telephone survey for The OCEAN Project, explored the public's connections, values, attitudes, and knowledge relating to the oceans. Our goal was to better understand what needs to be communicated to build awareness and to increase our concern about the health of the oceans. Before embarking on the survey, Institute of Ocean Technology conducted six focus groups among people who have visited an aquarium, zoo, or science museum

in the last two years. The focus group analysis, which identified values and beliefs that are decisive when discussing ocean protection, contributed greatly to our understanding of public attitudes and to the crafting of relevant questions for the poll. The national survey for The OCEAN Project was conducted among 1,500 adults in our society. The national survey of 1500 adults from our state from July 24 to August 8 were asked dozens of questions on their attitudes toward the oceans. This section provides an overview and summary of key analytical points of the survey. As we found in the focus group phase of this research, aquariums, zoos, and science museums have a unique opportunity to educate the public about the importance of oceans. At the moment, we are not generally concerned about the health of the oceans, and we find the public possesses only a very basic understanding of the oceans, their functions, and their connections to human survival. However, communicating to the public with facts alone is not likely to increase the saliency of these issues. To raise concern and urgency, we must link factual information about the oceans and the threats to them with people's personal connection to the oceans, their values, and everyday lives. Our analysis of the survey data identifies key points about public attitudes toward the oceans that will inform how aquariums, zoos, and science museums can strengthen commitment to ocean protection.

Oceans are viewed as powerful, vast, relaxing, and fun. Large majorities of the general public connect the oceans with a number of positive words and phrases. As we heard in the focus groups, the oceans are viewed as: powerful; vast; relaxing; and fun. To a lesser extent, they are seen as important for emotional well-being and frightening. The public possesses little awareness of ocean health, especially of the oceans beyond the beach. When asked about the health of the open, deep oceans, close to half of the public report that they do not know enough about these oceans to give an opinion and slightly over a quarter say so for coastal waters. Americans who live within a two-hour drive of the ocean are more familiar with coastal waters, but four in ten of them are still unable to offer an opinion about the deep oceans. Protecting the oceans is not an urgent issue. At the moment, the oceans are not perceived to be in immediate danger, and the need for action to protect the oceans is not readily apparent. Lack of urgency about

oceans' health is demonstrated by the plurality of four in ten people who rate the health of coastal waters and ocean beaches as "only fair;" close to a quarter say it is good or excellent; and only one in ten says poor. When we look at the seriousness of a number of environmental problems, damage to the oceans is considered a second tier environmental problem. Threats to the oceans are seen as less serious than air and water pollution and toxic waste, and about as serious as global climate change, species extinction, and overconsumption of resources in the state.

Recommendations

- It is recommended to bring awareness on this issue to every citizen in the country.
- It is suggested to recycle the water from various industries and not to pollute the oceans.
- It is advised to have strong bond with the oceans, when people use it as a recreational environment.
- It is requested that every citizen have a serious responsibility to impart knowledge to the youngsters to save oceans
- It is advised that the fisheries and coastal organizations stop all harmful practices in the ocean to save those aquatics.