

Recommendations

Recommendations are suggestions or advice of a person or a committee on what is the most suitable thing for a problem/ critical situation. Recommendations are obtained to improve the performance/ production/ condition of something in an institution.

Recommendations are prepared by the employees to their higher officials or to their employers. They may also be written to Government authorities to complain about or to bring about a change in the state of something in the society (untidiness of the streets, encroachments in crowded areas in the city).

- Unlike Instructions they need not be followed by the addressed/ receiver. It is for the receiver to opt for it or ignore it based on the relevance, feasibility, affordability and efficiency of the Recommendations made.
- They should be written in the impersonal passive voice. Suggestive, and not authoritative, tone should be used.
- It is suggested to use modal verbs such as could, should, may.....
- If begins with the pronoun “you” you can write “ you should/ not, you must/ not
- While writing recommendations, the passive forms of modal auxiliaries should be used. For example **can be, must be, should be, ought to be, need to be/ + past participle of the verb.**

Examples:

1. Write a set of eight recommendations to be followed in Nuclear Power Plants for safety:

- Nuclear plants should be suitably located away from densely populated areas.
- Adequate waste disposal facilities must be made available.
- The reactor should be surrounded by concrete and steel walls thick enough to prevent any escape of radiation.

- The working of the reactor should be slowed down by inserting control rods, also known as neutron absorbing rods, into the core.
- The reactor must be fitted with emergency systems to cope with any accidental of the fuel elements of the cooling system.
- Workers at the plant must be protected with gloves, over shoes, etc.
- Radiation measuring instruments have to be used to monitor radiation levels in and around the plants.
- It should be ensured that all releases into air and water are kept well below permissible levels.

2. Recommendations to reduce unemployment problem:

- The government can increase the number of technical training institutes.
- Loans can be given to encourage self-employment.
- Entrepreneurship courses can be introduced in the school and college curriculum.
- Subsidies can be given to encourage the entrepreneurs.
- More industries can be started in rural and suburban areas.
- Private sectors can be encouraged to generate employment.
- The government should ensure employment to at least one person in a family.
- Unemployed graduates can be employed for additional government duties like election duties.

3. Write a set of recommendations that the users of the road should follow to overcome accidents.

- Traffic regulations should be followed.
- Every one of the road users should obey the signals.
- The two-wheeler riders must wear helmet.
- Drunken driving must be avoided.
- Cell phones should not be used while driving.

- Rash driving must be avoided.
- Everyone should adhere to the lane discipline.
- The pedestrians should use subways for crossing. They should not dart across the roads.

4. **Write a set of eight recommendations to preserve our water resources.**

- Encroachments near the water resources should be removed.
- Construction near or on the water resources should be banned.
- Desilting must be done periodically.
- Sand mining should be prohibited.
- Stringent punishment should be given on those who indulge in illegal sand mining.
- Industrial sewage should not be allowed to enter the waterways.
- Untreated sewage should not be let into the water bodies.
- Awareness Programmes have to be conducted on the importance of conserving our water resources.

5. **Recommendation to maintain your computer in good working condition.**

- A corner of a larger room or a small room should be allotted to install your PC.
- The area selected should have adequate space and several main sockets for connecting accessories.
- The PC should be placed on a proper computer desk, with a sliding shelf for the keyboard.
- An adjustable chair, which enables good posture and support for PC users should be used. The feet should comfortably rest on the ground.
- The monitor should be positioned to avoid reflections.

- The keyboard should be positioned to avoid reflections.
- The mouse should be placed at the right place to minimize arm movements. Mouse mats should be used to avoid friction.
- Software as per requirement can be installed in your system to enable workability.
- After using your PC, all programs should be closed and system should be 'Shut down'.
- The system should be covered when not in use and kept dust free.

