Unit 13 – Lesson 22

Channel Conversation from text to chart

It is very important to comprehend the textual information of the technical messages that you read. Similarly it is equally important to understand and interpret the technical messages presented in visuals such as tables, graphs, charts and diagrams. Visual aids add flavour to technical writing. Always visuals make a better impact rather than just the video. It saves time and effort in explaining and interpreting complex ideas. It simplifies numerical data makes your descriptions eye – catching. It gives the professional touch.

When you create charts and diagrams, remember to keep in mind certain aspects. In graphs and charts do not forget to mention the items on x axis and y axis. In the graphs and pie charts give different colours and shading to all the items and name them correctly. Also give a key box in some corner of the chart indicating all the items. Line graphs and bar graphs and pie charts most effectively present channel conversation from text to chart. Line graphs are used to depict trends over a period. The constant is normally plotted on the x axis or the horizontal axis and the variable on the y axis. Both the scales begin at zero and proceed in equal increments. Avoid plotting too many variables.

Bar graphs are effective in emphasizing the comparison of various items in your data. If the graphs depict more than one variable, two colours or two designs are used as to highlight the difference between two variables. The bar graphs can also be used with three dimensional effects.

The data that involve division or classification are shown through a pie chart. Great skill is required to convert the text into visual form. The following steps can be used.

1. Draw a table, pie chart, or bar graph as the case may be with a number of divisions and sub divisions required.
2. Read the given information one by one and enter in the diagram carefully.
3. Check for accuracy and details

In case of a pie chart you can convert the data into percentage.

Read the following text and render them into suitable visuals.

1. There are as many as five different modes of transport used by college going students in a locality. Bus is the most preferred mode of transport for as many as hundred and twenty students. This is followed by bicycle with the hundred students opting for it. The moped comes next with the usage of sixty students.
As many as forty students commute by train to the college. Only a meagre twenty students use cars as mode of transport to college.

![Bar chart showing the mode of transport](image1)

2. Draw a diagram to indicate the people’s preference for different jobs. In a survey made among hundred educated employed people, the following facts came to light. Teaching is preferred by 30% of the people, medicine by 20%, engineering by 40% and banking by the remaining 10%.

![Pie chart showing job preferences](image2)
Unit 13 – Lesson 23

Making Recommendations

Making recommendations forms fundamental part of any technical writing taking sufficient time in drafting them is essential. Without recommendation a report has reduced chances of achieving change. Recommendation writing requires specific skills. Practical guidance is useful. Discuss and prioritize issues – formulate problem statement; generate and describe alternative solutions to problems along with implications for the various alternatives.

Process for making recommendation

Focus each recommendation around one particular problem or issue. Give a concise background of the issue provide a rationale. Why is this change important? What will be the impact if the recommendation is put in place or not put in place.

Include information about the various solutions the committee discussed including implications and pros & cons. Identify involve and consult appropriate members and strive to achieve group consensus. Propose a recommendation which includes the plan, the time frame, responsible members etc.

How do you make recommendation for positive changes?

Show understanding – Make positive and negative comments.

Use expressions like

You could ..... 

You might ..... 

You need to 

If I were you, I would ..... 

What I would do is ..... 

What you want is ..... 

Think about changing the lay out

Use words like

Perhaps, may be, might

You could perhaps think about changing the format
It is just that I think it needs a stronger image…

Each recommendation should address one specific issue only – specific actions should be clearly defined. You should check whether the recommendation addresses

a) only one specific problem
b) Are individual action points clearly differentiated within the recommendation.
   Are the proposed actions directly related to the recommendation.
c) Does the recommendation identify the desired state of affairs for the future actions to that end rather than merely describing the problem and calling for change.

While making recommendations, the type of audience for whom you are writing recommendations must be taken into consideration.

In certain cases you provide temporary solutions, which may have to be considered in the future. In some cases your tone should be such that it may be accepted by the recipient while in aggressive type of recommendation it should be implemented immediately without any hesitation.

Examples of sets of recommendation.

Sample 1

Task: Write a set of recommendation to do things in time and not to procrastinate.

1) Modern life is full of competition. To win in the rat race one should not lag behind – must work towards progress.
2) Progress is made only by hard working people.
3) Fortune favours the brave who gets into action at the right time.
4) Seize the opportunity and make the most
5) If you miss the opportunity or put it off you are sure to stagnate.
6) It is not the stars that make your destiny; you make it yourself
7) What you Tide waits for no man; so hurry; do not miss the bus; get in.

Sample 2

Task: Write a set of recommendations that will keep your city green and clean.

1) Take steps to save all the trees on the road side
2) Request all vehicle owners to do periodic emission check for their vehicles.
3) Promote car pool system, so that number of cars plying on the road will decrease
4) Control noise pollution by requesting all the religions not to play their hymns with loud speakers.
5) Prohibit crackers during festivals
6) Donate saplings whenever possible and encourage homes and institutions to grow trees and stop cutting trees to give way to buildings
7) Try to get sponsors to maintain gardens in the city and the roadside trees
8) Create awareness all over the city to have plants / gardens in their homes and also in offices to go green

Sample 3

Write an article to your college magazine regarding the growing threat to your health, caused by the misuse of chemicals and the overuse of pesticides and chemical manures. Give suitable recommendations to solve the problem.

Chemicals and pesticides – Grave Threat to Health

We first cannot imagine to what extent is our food contaminated. Gone are the days when we ate fresh grains and cereals or vegetables. Today farmers do not use natural manure anymore in the fields. Due to the growing population, the pressure on the land is increasing. To increase the produce, farmers use chemical fertilizers. In order to take home maximum benefit all kinds of chemical fertilizers are used. Adding to it pesticides are sprayed in the fields and vegetable gardens.

The most dangerous thing that affects our health is the use of toxic colours in sweets is the ice creams. They have disastrous effects on health. Reports have confirmed increase in cancer deaths due to pesticides in food.

The Ministry of Health and Social Welfare must take immediate steps to put an end to these harmful practices. Use of chemicals and fertilizers should be regulated. Organic produce should be encouraged and awarded. There should be a blanket ban on use of toxic colours in sweets and ice creams. People should buy only from shops which advertise organic produce. A conscious effort from the government and people can stop this danger.