



# **SNS COLLEGE OF TECHNOLOGY**

**Coimbatore-35**  
**An Autonomous Institution**

Accredited by NBA – AICTE and Accredited by NAAC – UGC with ‘A++’  
Grade Approved by AICTE, New Delhi & Affiliated to Anna University,  
Chennai

## **DEPARTMENT OF ENGLISH**

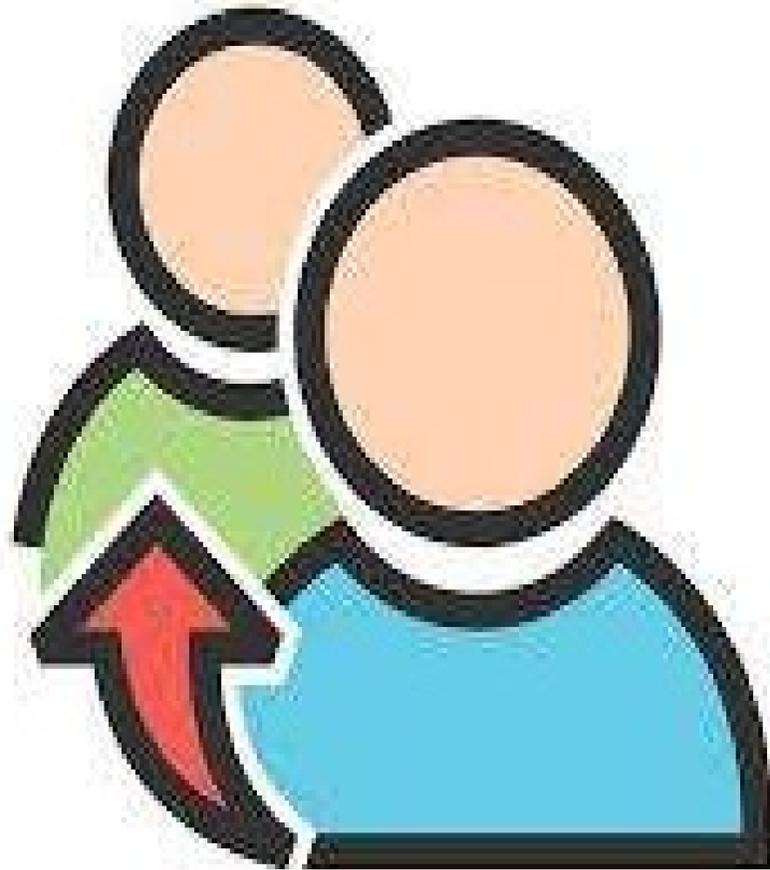
**23ENT101- COMMUNICATIVE ENGLISH**  
**I YEAR / I SEMESTER**

**UNIT 2: RECOMMENDATION**





# RECOMMENDATIONS



- ❖ It is a kind of suggestions given on a particular issue.
- ❖ help others to make decisions



## PURPOSE OF RECOMMENDATIONS



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It becomes mandatory for the Technocrats to make recommendations...

- ❖ Useful in preparing Reports
- ❖ For starting a new department
- ❖ Improving Quality



## FORMAT OF RECOMMENDATIONS

➤ State the problem clearly in your first sentence.

**For instance:** write recommendations to **Keep your College Environment Clean and Safe**

➤ The proposed recommendations directly link to the problem

**Answer:** **It is advised to plant more saplings around the campus.**

➤ Finally, the suggested measures to be implemented immediately without any hesitation





# GUIDELINES TO BE FOLLOWED WHILE WRITING



Use **Expressions** like

- ❖ It is necessary that
- ❖ It is suggested/ recommended/ advised
- ❖ It is important
- ❖ It is necessary to
- ❖ It is imperative
- ❖ It is mandatory
- ❖ It is desirable
- ❖ It is essential
- ❖ use of the **model verbs** like should be, must be, ought to be, need to be, could be, and have to be.



## EXAMPLE-1



Write a set of six important recommendations to a group of students from Europe who has come to spend their one month's vacation in India.

- It is necessary to accompany them to visit historic places and monuments.
- It is recommended to share the historical information about the monuments and places before visit.
- It is suggested to wear cotton clothes in India.
- It is recommended to book a taxi for their convenience to visit places.
- It is suggested to take them to TajMahal, Red Fort etc.,
- It is recommended to provide homemade food.





## EXAMPLE -2 WRITE 8 RECOMMENDATIONS TO SAVE PETROL



1. For fuel economy, we **should** keep the engine in good condition.
2. A vehicle **should** be fitted with an engine that gives a high mileage.
3. We **should not** keep the engine running when the vehicle is not in motion.
4. Frequent change of gear **should** be avoided to save petrol.
5. Tyres **should** be inflated at an optimum level of air pressure
6. We **should** change the engine oil periodically.
7. The vehicle **should** be serviced regularly, as ill maintained vehicle consumes more petrol.
8. Clutch driving should be avoided.





## ASSESSMENT



Lets answer the following:

1. Write eight recommendations to maintain a **computer** in good working condition.
2. Write a set of eight recommendations to parents to protect their **children online**.





## REFERENCES



<http://cgyenglish.blogspot.com/2019/02/recommendations.html>

