



# **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**

**TOPIC : Transfer of Information**



# TRANSFER OF INFORMATION

- ❖ Transfer of the information from **verbal to visual and visual to verbal** is an important study skill.

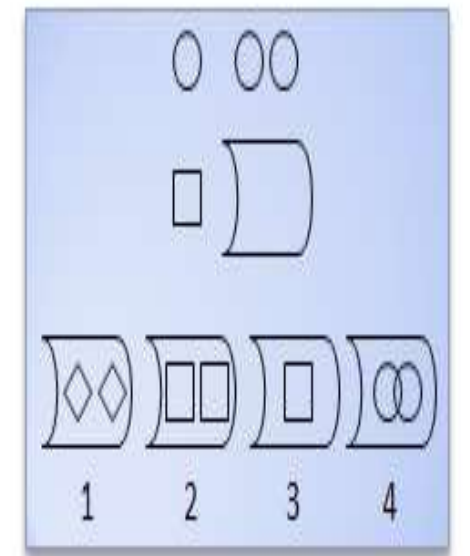




# ADVANTAGES OF VISUALS



- ❖ Visual representation is an added **advantage** to any presentation.
- ❖ There are two categories of visuals, namely tables and figures.
- ❖ Figures may be further classified into **graphs, maps, drawing, charts, diagrams and photographs.**

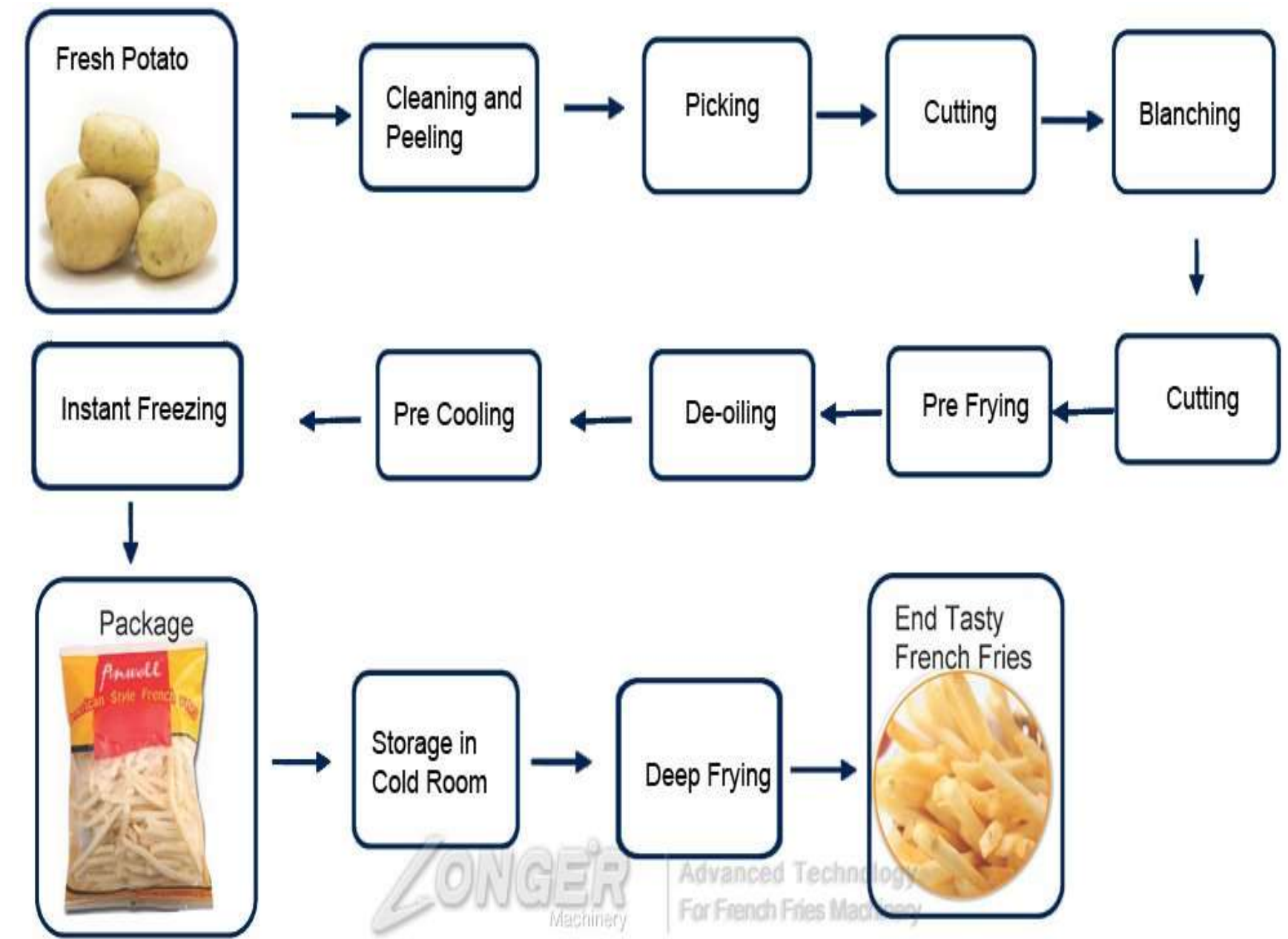






## FLOW CHART

- ❖ a pictorial representation **describing a process studied or used for planning project stages**
- ❖ It deals with the **different steps** involved in
- ❖ **making/manufacturing** some material or
- ❖ the **process of a person's growth** or
- ❖ transfer of some information.

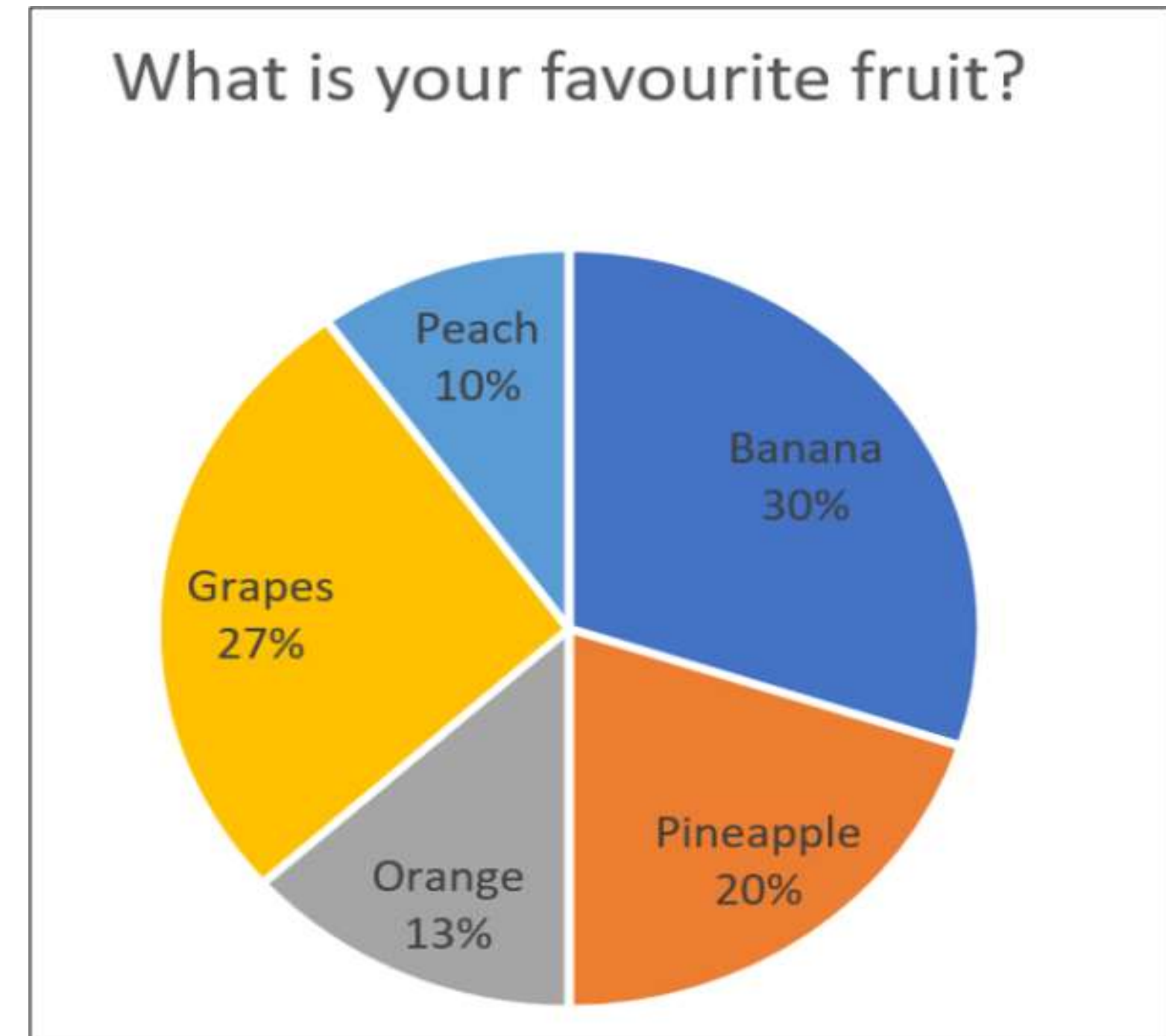




# PIE CHART



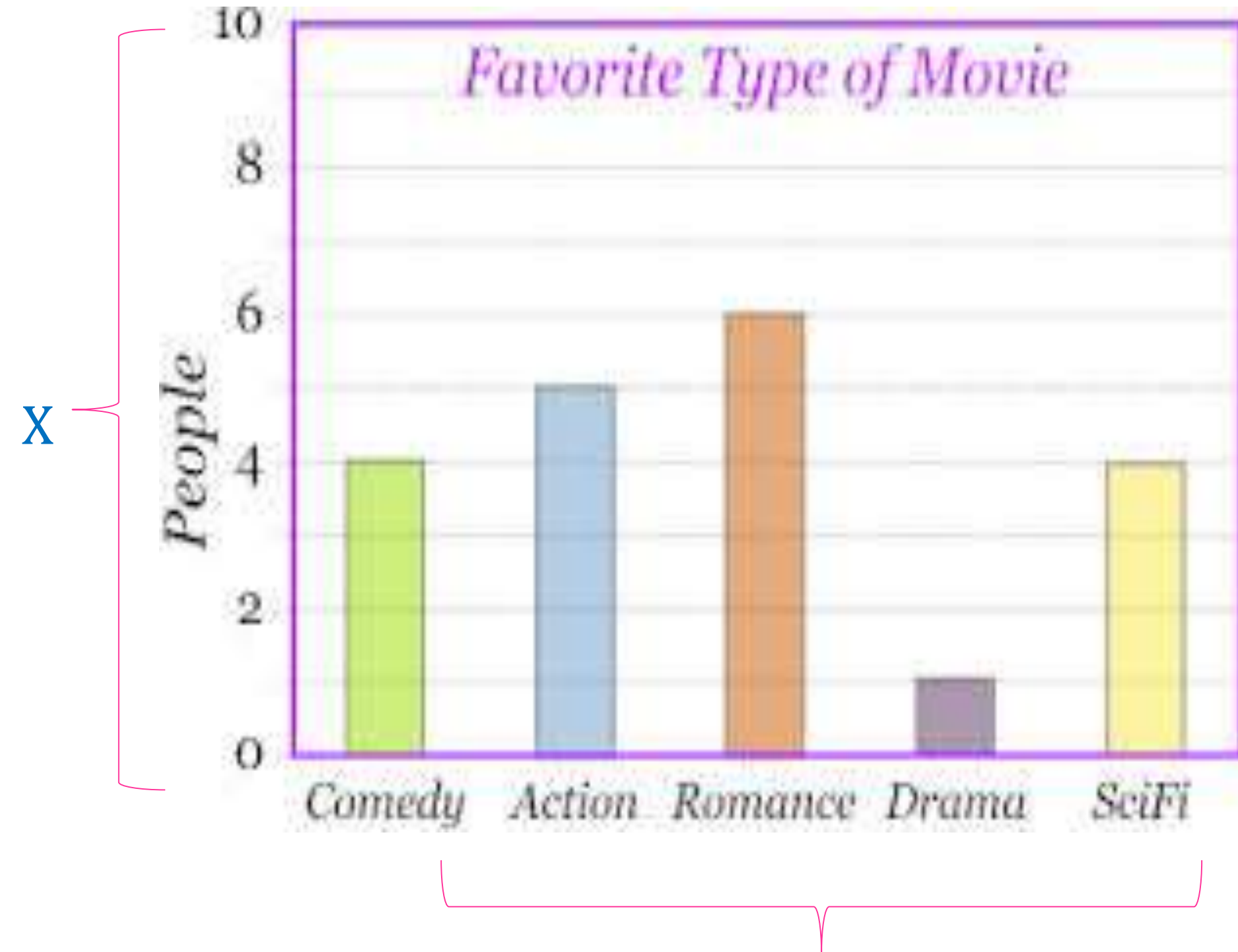
- ❖ The entire pie represents all the data.
- ❖ each slice represents a different class or a group within the whole.
- ❖ A pie graph (or pie chart) is a specialized graph used in statistics.





# BAR CHART

- ❖ to show comparisons between categories of data.
- ❖ It can be either horizontal or vertical Bar
- ❖ A bar graph will have two axes X and Y.
- ❖ One axis will **describe the types of categories** being compared, and the other will **have numerical values that represent the values of the data.**







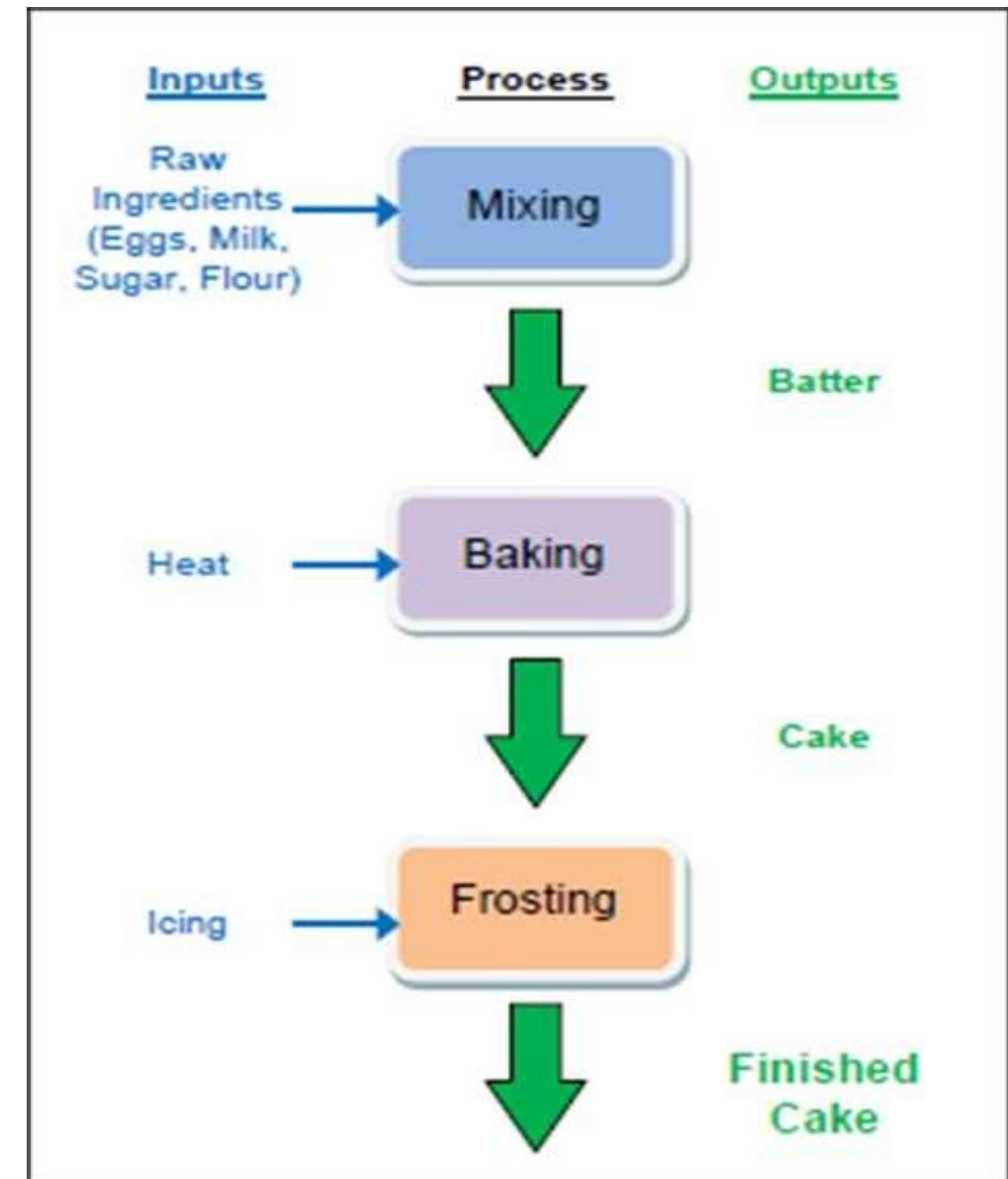


# GUIDELINES TO BE FOLLOWED WHILE TRANSCODING FLOW CHART



- ❖ Take a good look at the given chart or table.
- ❖ Understand the meanings of the code symbols such as  
- ❖ Interpret and understand messages from the figures or pictures.
- ❖ Prepare a rough draft.
- ❖ Arrange these messages logically.
- ❖ Compare and contrast the ideas.

**Note: Guidelines to be common for other charts also**

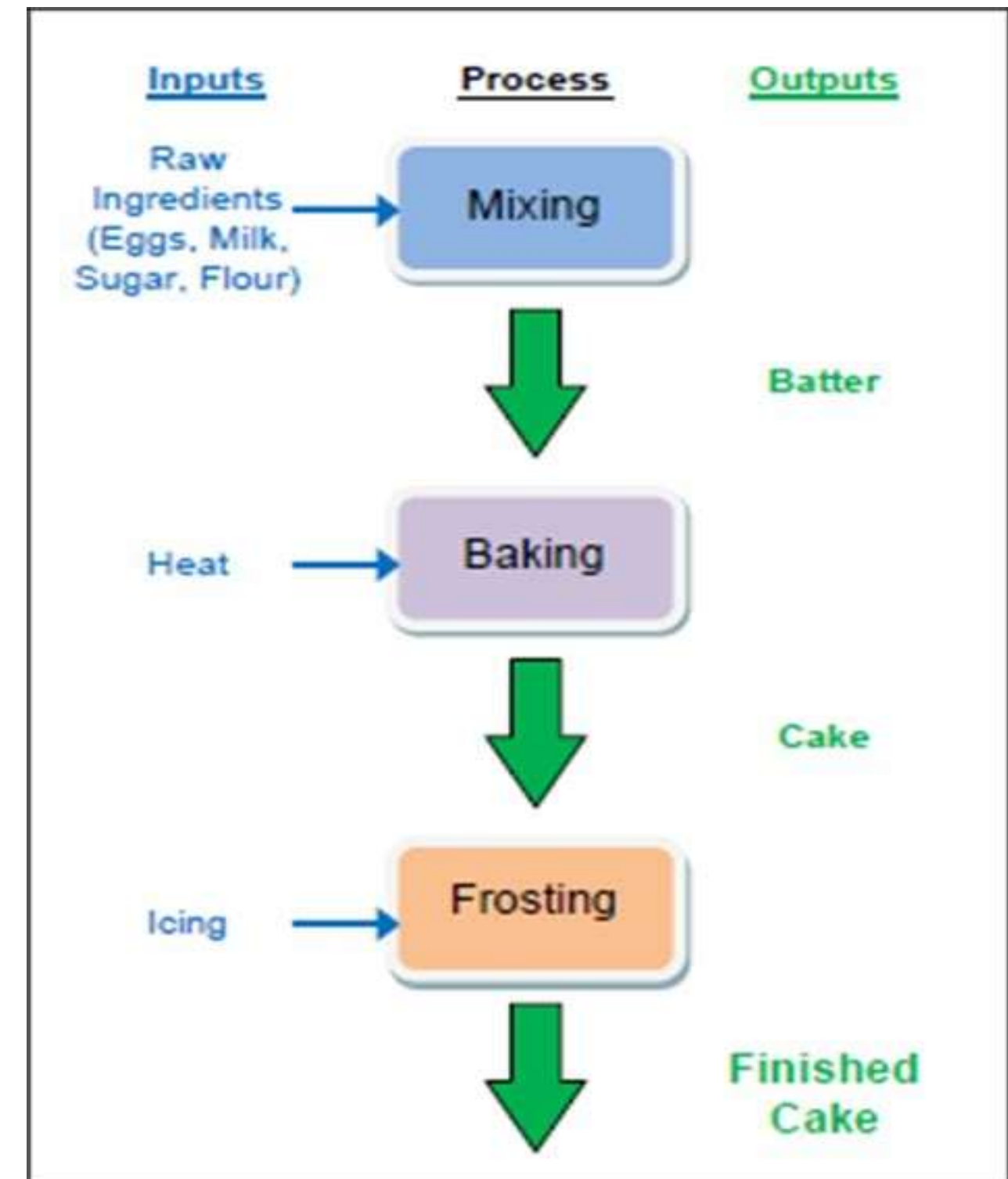




# GUIDELINES TO BE FOLLOWED WHILE TRANSCODING PARAGRAPH



- ❖ This flow chart describes the various stages/steps in **Baking a cake**
- ❖ This flow chart describes the process of **Baking a cake**
- ❖ Use link words to connect the sentences in transcoding a flow chart.
- ❖ At first, initially, then, until, thereafter, obtained from, finally, derived from, subsequently etc.







# SAMPLE EXERCISE

## CONVERTING PARAGRAPH FLOW CHART

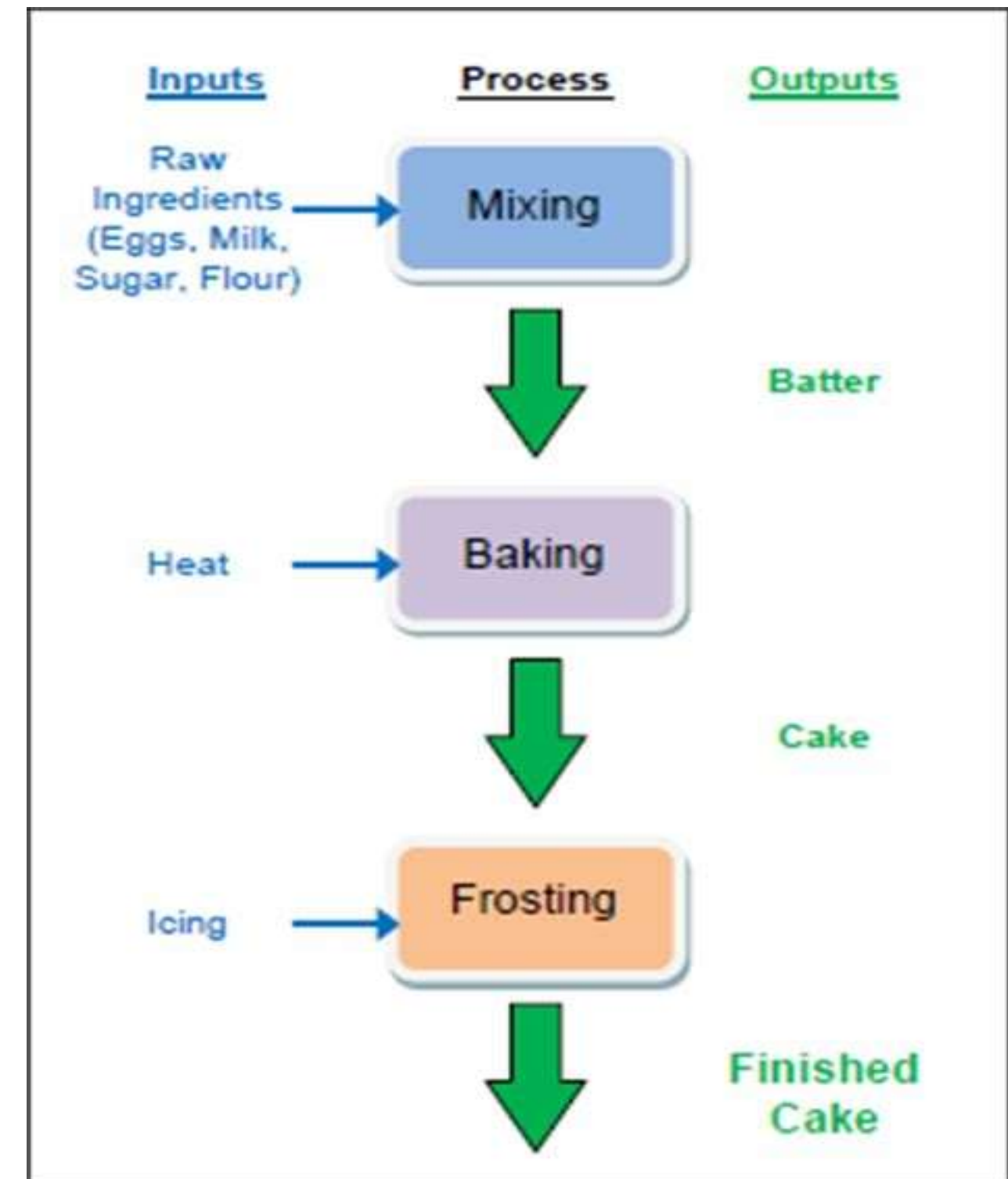
Baking a cake is a fun and simple process that can be done by practically anyone. Before you begin you will need several ingredients. They include cake mix, water, cooking oil, eggs, cooking spray, and cake frosting. You will also need the following supplies: a large bowl, mixer, spoon, knife, two round nine inch pans, cooling rack, and a cake pan. The delectable and scrumptious cake will be your reward for following the steps necessary in this process.

The first thing you should do is preheat your oven to 350°F. Make sure to check inside the oven for any pans that may be stored inside. Depending on your oven, it could take about fifteen minutes to preheat. While you are waiting for the oven to preheat, you should spray the inside of your pans with cooking spray and begin to prepare the cake batter.

In a large bowl, combine your cake mix with 1 cup of water, 1/3 cup of cooking oil, and 3 eggs. Using your mixer, mix ingredients on low speed for one minute or until moistened. Then you should increase the mixing speed to medium and beat for two more minutes. After mixing the ingredients, pour the batter evenly into the round pans. Use a spoon to scrape any additional batter from the bowl into the pans.

Bake the cake at 350°F for twenty-seven to thirty-one minutes, depending on your oven. Be sure to keep a watchful eye on your cake while it is baking. It is important to keep the atmosphere in the kitchen calm and quiet while the cake is baking so that the center of the cake won't collapse. The cake is done when a toothpick inserted in the center of the cake comes out clean. When the cake is done, you can remove it from the oven and turn the oven off.

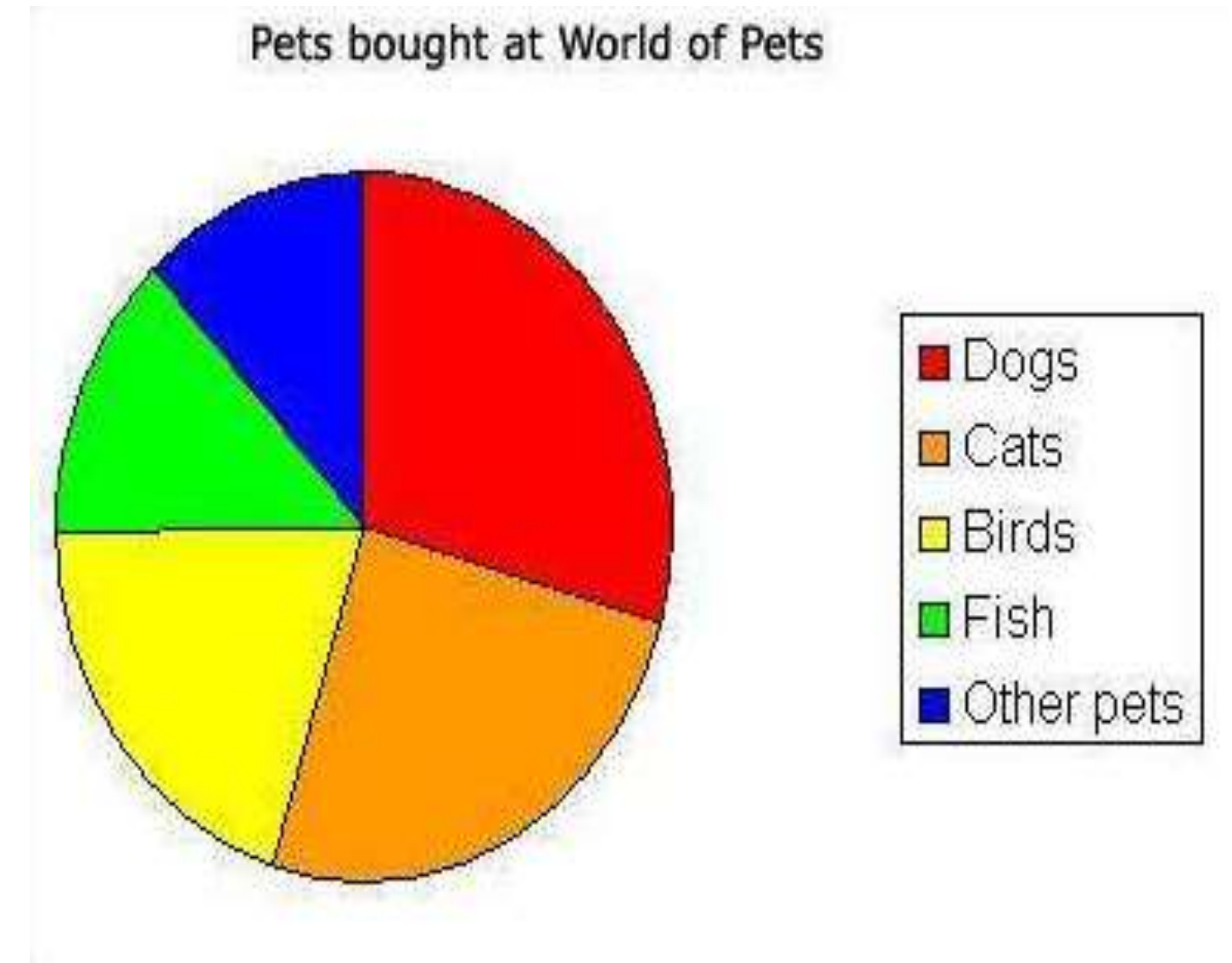
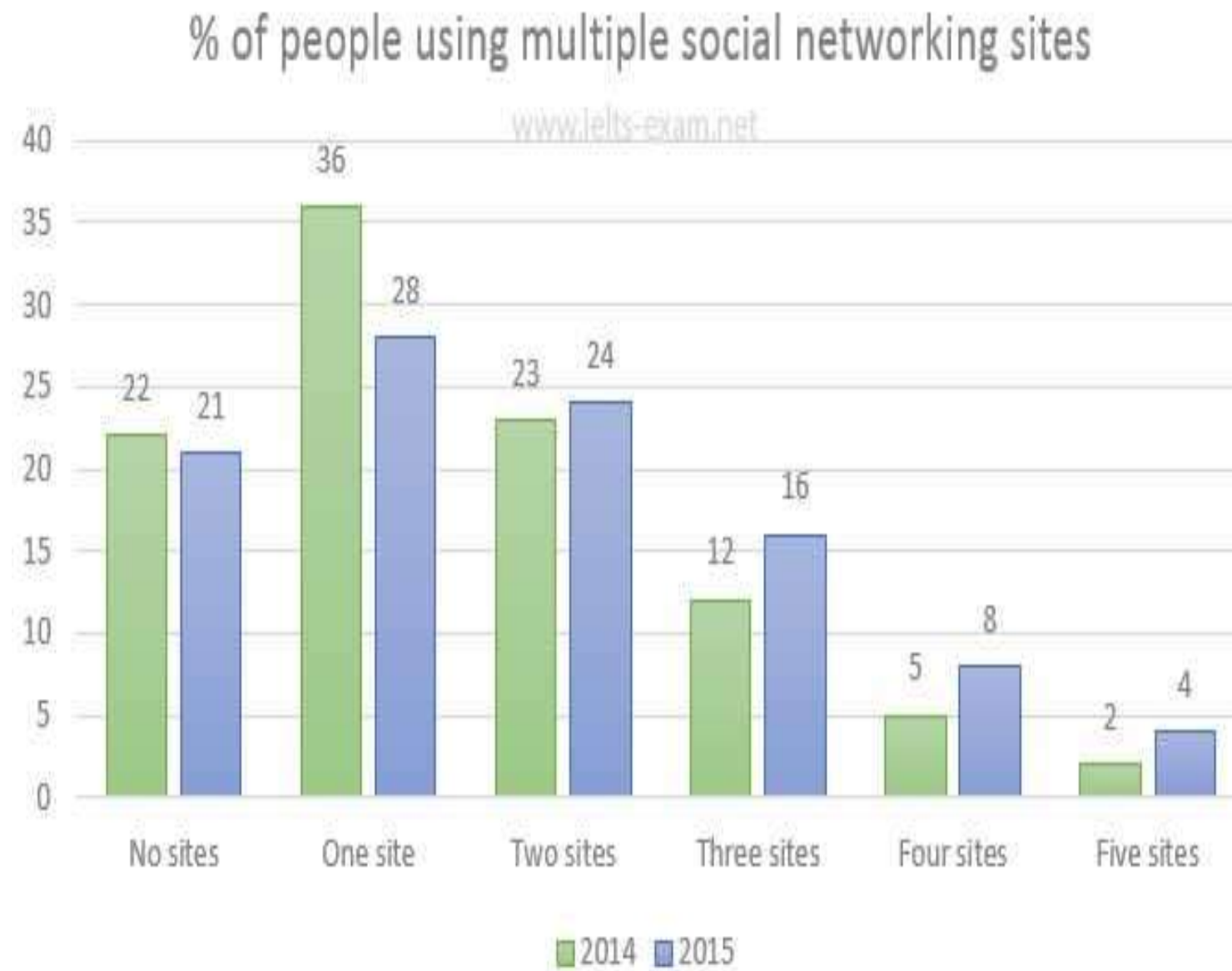
Next you need to place the pans on a cooling rack for fifteen minutes. After fifteen minutes have passed, run a knife around the edge of the pans to make sure the cake can easily be removed. Remove the cakes from the pans and place them on the bowl to serve.





## ASSESSMENT

Convert the following Bar graph and Pie chart into a Paragraph





## REFERENCES

<https://study.com/academy/lesson/bar-graph-definition-types-examples.html>

