

## **Recommendations**

Recommendations are commonly used in technical and general areas. One can offer one's recommendations to the users. This will help them for the maintenance of something, for observing certain precautionary measures and so on. This task of writing recommendations is very essential for technocrats who have to offer their valuable guidelines frequently to carry out tasks effectively,

Some useful expressions for making recommendations are:

1. It is recommended
2. It is suggested
3. It is advised
4. It is important
5. It is necessary

### **Sample recommendations**

1. Write a set of recommendation that will keep your city green and clean.

1. It is recommended to take steps to save all the trees on the road side.
2. It is important that all vehicle owners must do periodic emission check for their vehicles.
3. It is suggested to promote car pool system so that number of cars plying on the road will decrease.
4. It is important to control noise pollution by requesting all the religions not to play their hymns with loud speakers.
5. It is recommended to prohibit crackers during festivals.
6. It is important to donate saplings whenever possible and encourage homes and institutions to grow trees and stop cutting trees to give way to buildings.
7. It is advised to try to get sponsors to maintain garden in the city and the roadside trees.
8. It is important to create awareness all over the city to have plants or gardens in their homes and also in offices to go green.

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

1. It is recommended that modern life is full of competition. To win in the rat race, one should not lag behind. One must work towards progress.
2. It is suggested that progress is made only by hard working people.
3. It is important that fortune favours the brave who gets into action at the right time.
4. It is necessary to seize the opportunity and make the most.
5. It is important that 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. It is suggested that Time and Tide waits for no man; so hurry; do not miss the bus; get in.
8. It is advised that one should complete the task in time in order to achieve the goal.

3. Write a set of recommendation to save water.

1. It is recommended that a hotel could save water by using paper plates and napkins to avoid using water for cleaning.
2. It is important that we should use a device which will detect wastage of water and cut off water to the sources of wastage.
3. It is advised that when we don't need water, we should turn the tap off and not leave it running.
4. It is recommended that we should see to it that the water pipe is not leaking.
5. It important that more and more dams should be constructed to store water.
6. It is necessary that there should be roof-top rain-water harvesting to recharge the underground table through existing wells or bore-wells or by constructing new wells, borewells, shafts or spreading basins.
7. It is important that we should capture and recharge city storm water run-off through well, shafts and storm water drains.
8. It is recommended that we should harness run-off in catchments by constructing structures such as check dams, percolation trenches, and sub-surface dykes.

## **Exercises**

1. Write a set of eight recommendations to improve the communication skills.
2. Your brother is going to write his Board examination. Offer your suggestions and recommendations to him for how he should prepare for the examination.
3. Write a set of eight recommendations to control water pollution.