

Topic: 5

Transfer of Information:

Visual presentation is one of the different types of presenting information. It shows information in the form of tables and charts etc. when presenting visually, the information is easily comprehended and the complex data in terms of graphics help make understanding easier. The commonly used graphical representations include tree diagram, flow chart, bar chart, pie chart and tables.

Flowchart:-

A flowchart is defined as a pictorial representation describing a process studied or even used for planning project stages. Flowcharts tend to provide people with a common language or reference point when dealing with a project or a process. A flowchart illustrates the steps in a process.

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.
- Interpret and understand messages from the figures or pictures.
- Prepare a rough draft.
- Arrange these messages logically.
- Compare and contrast the ideas.
- Begin the paragraph with a topic sentence.

This flow chart describes the various stages/steps in -----

This flow chart describes the process of -----

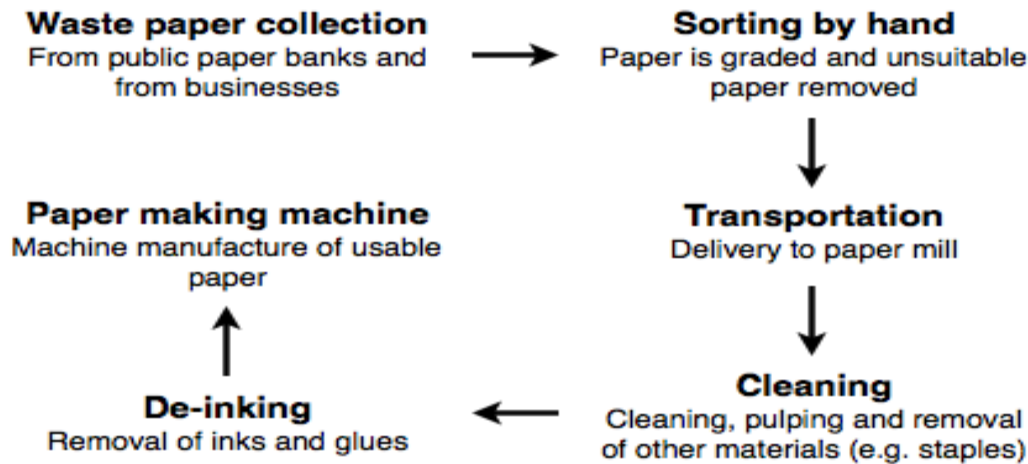
Use link words to connect the sentences in transcoding a flow chart.

At first, initially, then, until, thereafter, obtained from, finally, derived from, subsequently etc.

Use expressions of comparison and contrast (whereas, in contrast to, on the other hand, but, still etc.) while transcoding a bar diagram.

EXERCISE

2. The chart below shows the process of waste paper recycling.



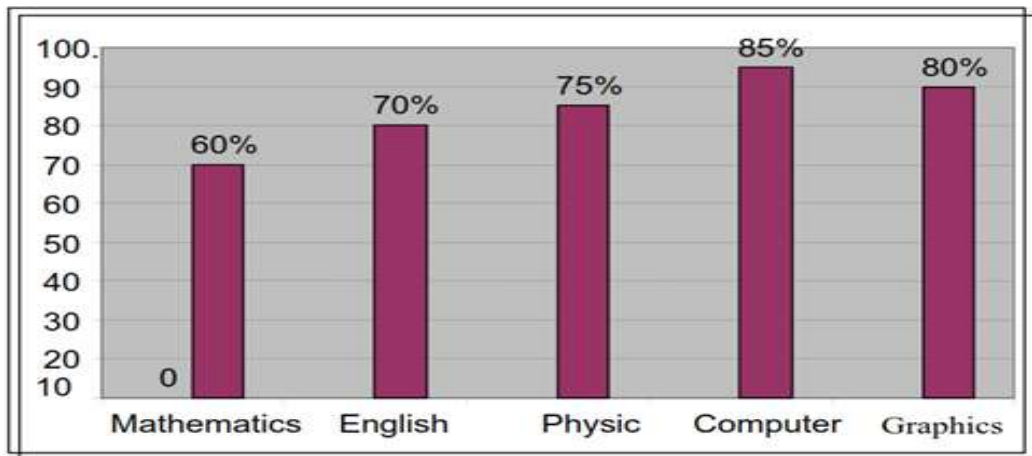
The flow chart shows how waste paper is recycled. It is clear that there are six distinct stages in this process, from the initial collection of waste paper to the eventual production of usable paper.

At the first stage in the paper recycling process, waste paper is collected either from paper banks, where members of the public leave their used paper, or directly from businesses. This paper is then sorted by hand and separated according to its grade, with any paper that is not suitable for recycling being removed. Next, the graded paper is transported to a paper mill.

Stages four and five of the process both involve cleaning. The paper is cleaned and pulped, and foreign objects such as staples are taken out. Following this, all remnants of ink and glue are removed from the paper at the de-inking stage. Finally, the pulp can be processed in a paper making machine, which makes the end product: usable paper.

3. Convert the following bar diagram into a meaningful paragraph.

Mathematics 60%	English 70%	Physics 75%	Computer 80%	Graphics 85%
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2. Study the flow chart and describe the various steps involved before pure water is distributed to the consumer.

