



**SNS COLLEGE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
COIMBATORE-35**

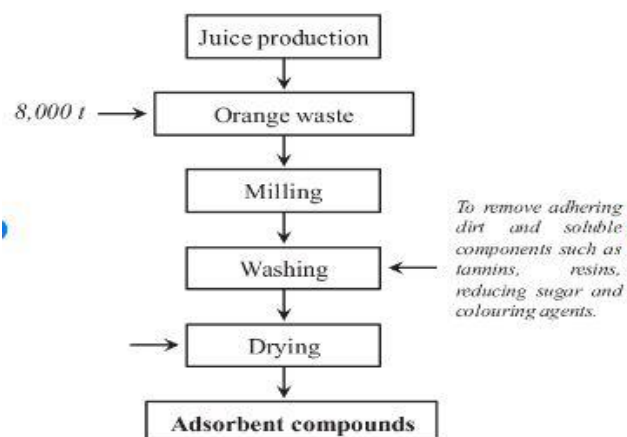
Transfer of Information

Transfer of information is a writing skill which follows 2 method of writing like, If a Paragraph is given we need to convert those given information into a diagram and the another method is, If a graph is give then convert those information into a small paragraph. The purpose of using graphics is to present information in a visual manner and to facilitate a easy understanding of the data. Start a paragraph with phrases like **‘the given flowchart/pie chart/ bar graph describes, illustrates, represents, portrays, shows the information of, etc.’**

2 TYPES OF TRANSFER OF INFORMATION

1. Text to Diagram
2. Diagram to Text

1. FLOW CHART

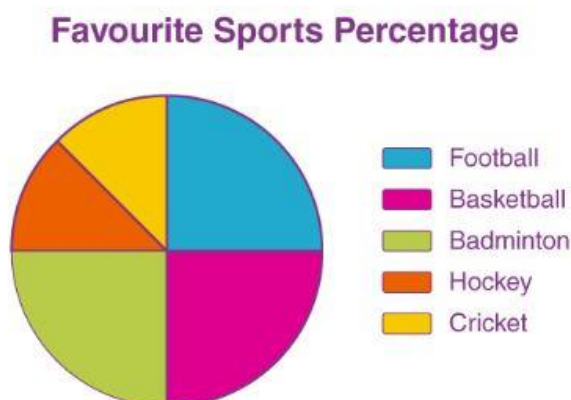


Flow chart gives a step by step description of a process. It explains the different stages or process of making something. Describe each step using a **separate box**. Connect each box with an **arrow**. Use **passive form** to describe a process. Eg, Apple is taken, crushed, mixed, etc.

Rules to be followed while interpreting a Flow chart:

1. Take a deep look at the given Flow chart
2. Arrange the information given in a correct order
3. Use appropriate connective words like **initially, at first, next, then, derived from, as a result of, consequently, finally, etc.**

2. PIE CHART

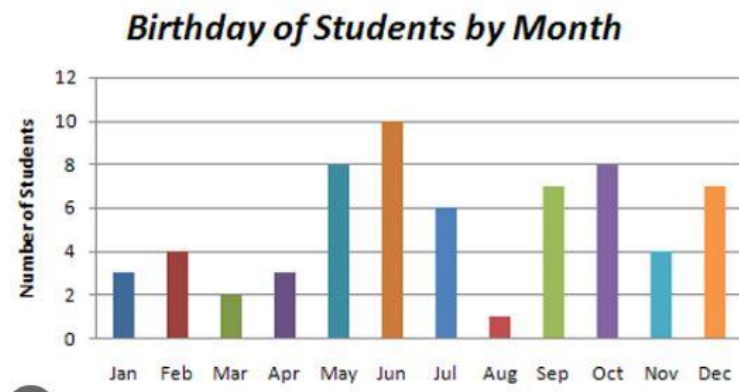


Pie Chart is a circle divided with various partition which represents a percentage or proportion. It is used to **Compare and contrast** the information. The first segment usually begins at a line **centre** to the circle. Each part will be distinguished with different design or colour.

Rules to be followed while interpreting a Pie chart:

1. Proceed the circle in clockwise direction
2. Mention the information/percentage inside the segment or draw an arrow and indicate the information.
3. Compare and contrast the information/percentage given
4. Use appropriate connective words like **similarly, in contrast, compared to, however, while, but, yet, on the other hand.**

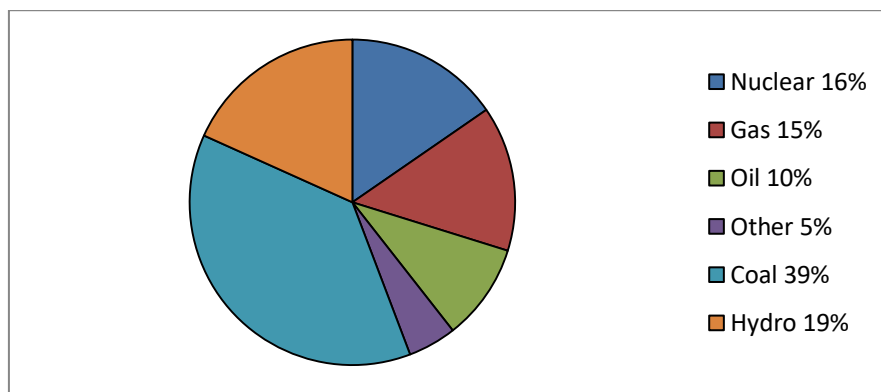
3. BAR GRAPH



Bar Graph shows a spaced bars extending horizontally or vertically. It is used to compare and contrast the given information. Use appropriate connective words like **similarly, in contrast, compared to, however, while, but, yet, on the other hand, etc...**

Example:

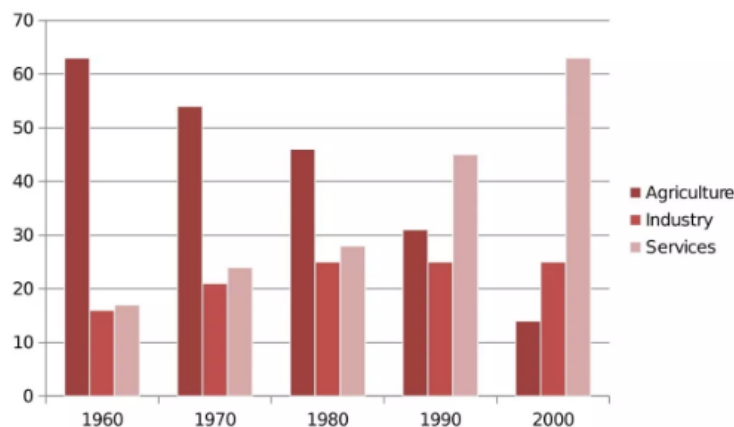
1. Interpret the given pie chart. It shows the worldwide use of sources of electricity. Write a paragraph explaining the information given.



The pie chart shows the information about sources of electricity available worldwide. Overall fossil fuels such as coal, oil, gas are the most important sources of electricity. **The chart represents** the information that coal is the most important source used because it shows 39%. **Compared** to it, hydroelectric power is used only 19%, and the nuclear power is 16%. **Similarly**, a quarter of the world's electricity is produced from oil and gas.

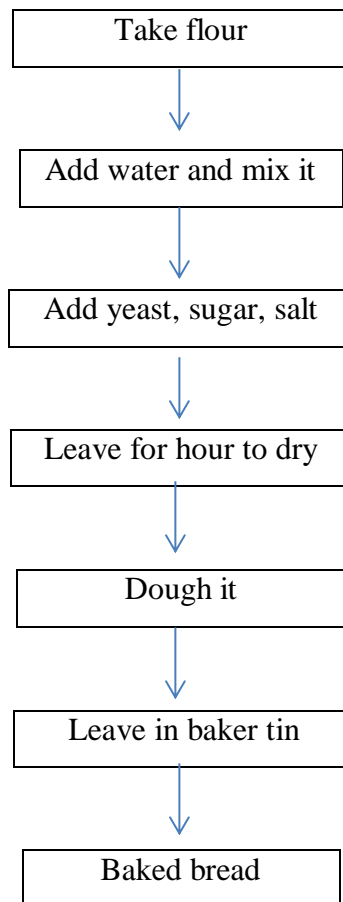
However if all the fossil fuels, coal, oil and gas are added together, they produce almost two third of the electricity. Oil is used to produce 10% of electricity **on the other hand** nuclear produce 16%. **However** it is clear that most countries rely on fossil fuels such as coal, oil and gas.

2. The bar chart given below shows the sector contributions to India's gross domestic product from 1960 to 2000. Summarise the information making comparisons where relevant. Write a paragraph at least of 150 words.



The bar graph illustrates the relative percentage contributions made by the agricultural, industrial and service sectors to the Indian economy between 1960 and 2000. Over the whole time period, the significance of agriculture declined steadily while services grew in importance decade by decade. A different pattern emerged for industry, which initially showed a slowly increasing percentage but then plateaued from 1980 onwards. **Compared to it**, In 1960, agriculture contributed by far the highest percentage of GDP, peaking at 62%, but it then dropped in steady increments to a low of 12% in 2000. The service sector, **on the other hand**, had a relatively minor impact on the economy in 1960. This situation changed gradually at first, then its percentage contribution jumped from 28% to 43% between 1980 and 1990. By 2000 it matched the high point reached by agriculture in 1960, showing a reversal in the overall trend. Industry remained a steady contributor to India's wealth throughout the period. As a sector, it grew marginally from 16% in 1960 to exactly a quarter in 1980 then remained static for the next two decades, maintaining a constant share of the overall GDP.

3. Interpret the given flow chart which shows the process of making a baked bread. Examine it and write a paragraph about 150 words.



The given flow chart represents the step by step process of making a baked bread. **First**, measure the correct amount of flour and warm the water. **Next** mix the flour and water together in a mixing bowl. **Add** yeast, salt and sugar. **Next** knead all the mixture until it feels almost dry. Leave the mixture for about an hour in a warm place. **Then** leave the dough in a baking tin for few hours. **Finally** the dough is put into a preheated oven and **as a result** the bread is made.

4. Examine the given pie chart and write a paragraph about 150 words.



5. Interpret the information given in the bar graph and write a paragraph in about 250 words

