



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107

An Autonomous Institution

Accredited by NAAC – UGC with ‘A’ Grade

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATASCIENCE

COURSE NAME : 23ENT101 ENGLISH FOR ENGINEERS

I YEAR / II SEMESTER

UNIT III: RECOMMENDATIONS - WRITING SUGGESTIONS



RECOMMENDATIONS



Definition: Recommendations are **formal opinions** or advice for improvement or action.

Purpose: To guide or influence decisions in a structured and logical manner.

Example:

- The organization should conduct monthly reviews.
- It is recommended that additional training sessions be provided for students to improve communication.



SUGGESTIONS



Definition: Suggestions are **informal advice** or ideas offered for consideration.

Purpose: To share opinions or alternatives in a more casual manner.

Example:

How about implementing a feedback system?

I think we could improve attendance with engaging activities.



KEY DIFFERENCES



Tone: Formal, Informal

Purpose: Focused on decision-making, Focused on offering ideas

Language Used: Assertive, Tentative



LANGUAGE FOR WRITING RECOMMENDATIONS



Common Phrases:

- It is recommended that...
- The best course of action is to...
- Steps should be taken to...
- I advise considering...

Example: It is recommended that students participate in peer study groups to enhance learning.



LANGUAGE FOR WRITING SUGGESTIONS



Common Phrases:

- I suggest...
- How about...
- Perhaps we could...
- It might be a good idea to...

Example:

- I suggest using digital tools to make lessons more interactive.



Recommendations & Suggestions



Task: Write a recommendation or suggestion for the following scenario:

"Your college library needs improvement to meet students needs."

Example Answer:

- It is recommended that the library extend its hours to accommodate late-night study sessions.



FORMAT OF A LETTER

- [Your Address]
- [City, State, ZIP Code]
- [Email Address]
- [Phone Number]
- [Date]



FORMAT OF A LETTER

- [Recipient's Name]
- [Recipient's Position]
- [Organization's Name]
- [Address]
- [City, State, ZIP Code]



FORMAT OF A LETTER

Subject: Suggestion/Recommendation for [Specify Purpose or Area]

Dear [Recipient's Name],

1. Opening Paragraph (Purpose):

Example: "I am writing to suggest measures to enhance hygiene standards in our cafeteria, ensuring a safer and more pleasant dining experience for everyone."



FORMAT OF A LETTER

2. Main Body (Details of Suggestion/Recommendation):

Example: "I recommend installing additional dustbins at key locations to promote proper waste disposal. This will minimize litter and create a cleaner environment for patrons."

3. Supporting Arguments or Evidence:

Example: "In other institutions, this approach has reduced waste-related complaints by 40%."



COMPREHENSION PASSAGE



4. Closing Paragraph (Encouragement and Offer of Assistance):

Example: "I am confident that these measures will significantly improve the cafeteria's environment. Please feel free to reach out if I can provide any additional input or support."

5. Complimentary Close:

Examples: "Sincerely," "Yours faithfully," or "Best regards,"



COMPREHENSION PASSAGE



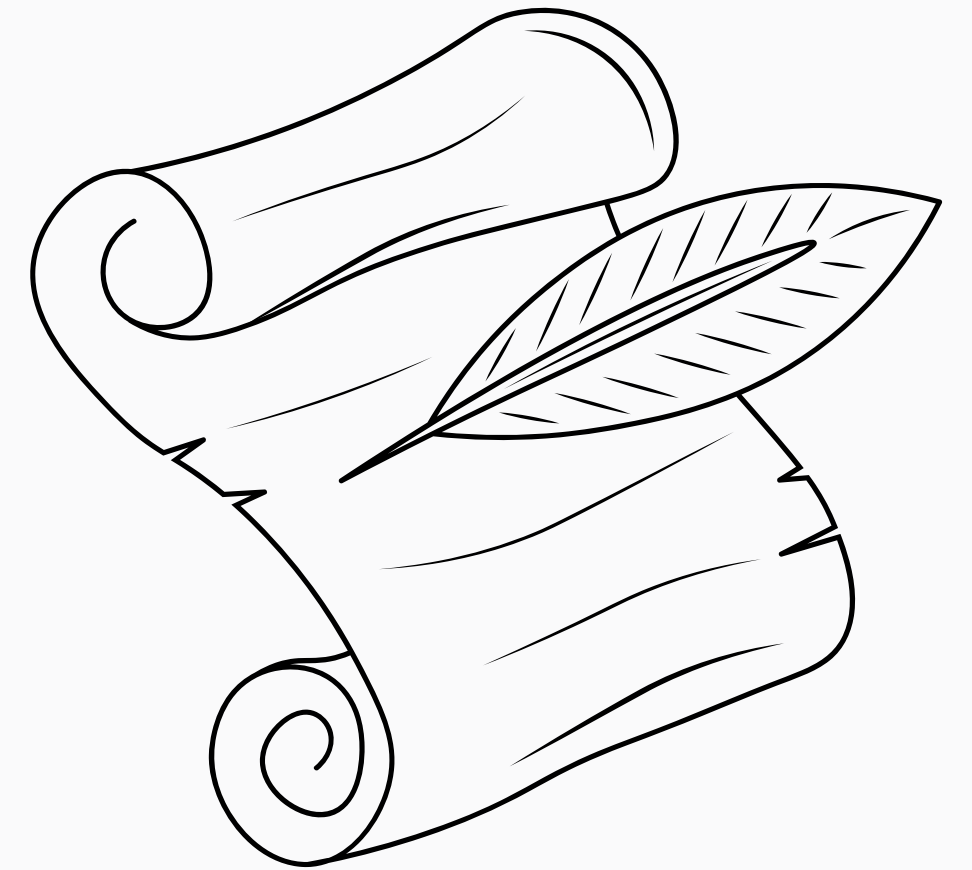
[Your Name]

[Your Position/Designation]

[Organization's Name]

This structure ensures your letter is clear, professional, and persuasive.

Adjust the tone based on the level of formality required.





HOME TASK

Draft a short recommendation (150–200 words) for a friend who is applying for a NCC club in your college. Include:

- Their key qualities and achievements.
- Why they are suitable for the role.
- A closing endorsement.





HOME TASK

Write a formal letter suggesting improvements in the library facilities at your institution. Include the following:

- A brief introduction of the issue (e.g., limited seating, outdated resources).
- At least two specific suggestions with reasons.
- A positive closing statement.



