TASK II

I: Convert the Flow Charts I and II into paragraph.

II: Convert a paragraph into a flow Chart

Flow chart

Represents:
- Process
- Procedure that takes place in successive stages..

Time Relators:
First / Firstly, Second / Secondly. ….
Later … Next …. Then…. Finally,,, Lastly …. To Conclude…
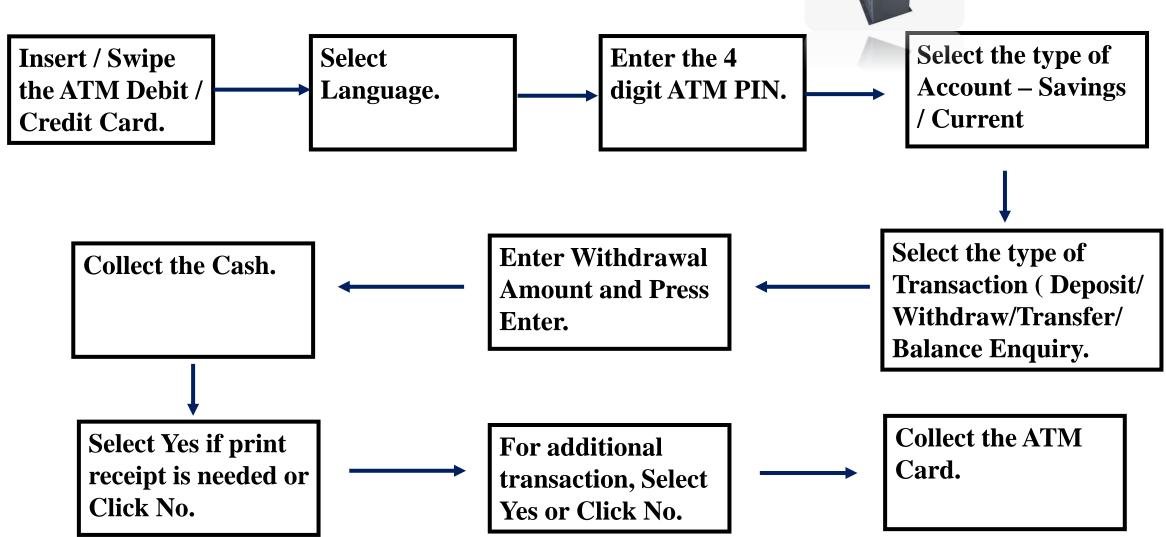Formerly, Previously…Earlier … Again…Since --- After that,…etc.
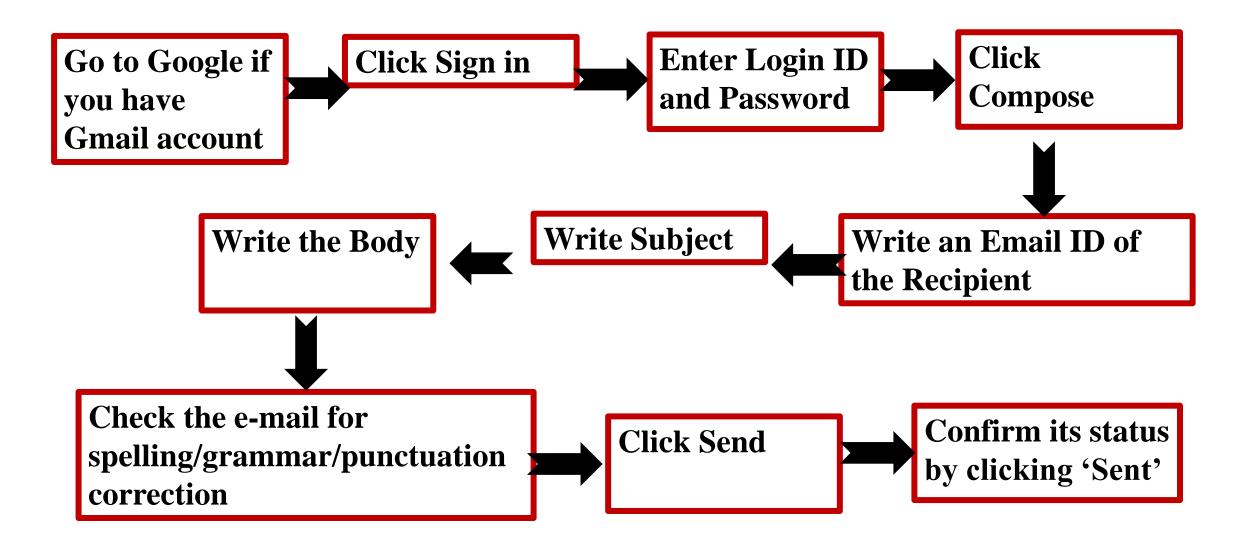
Phrases:
To begin with
To Start With
For a Start

I: How to Withdraw Money From the ATM

Insert / Swipe the ATM Debit / Credit Card. → Select Language. → Enter the 4 digit ATM PIN. → Select the type of Account – Savings / Current

↓

Collect the Cash. ← Enter Withdrawal Amount and Press Enter. ← Select the type of Transaction (Deposit/ Withdraw/Transfer/ Balance Enquiry.

↓

Select Yes if print receipt is needed or Click No. → For additional transaction, Select Yes or Click No. → Collect the ATM Card.

II : How to Send E-mail:

Go to Google if you have Gmail account → **Click Sign in** → **Enter Login ID and Password** → **Click Compose**

Write an Email ID of the Recipient ← **Write Subject** ← **Write the Body**

Check the e-mail for spelling/grammar/punctuation correction → **Click Send** → **Confirm its status by clicking 'Sent'**

III: Convert the following passage into a Flow Chart. Give appropriate title to the chart.

We as a students must be aware of the importance of Green Earth. To make our earth Green each one us must plant trees and nurture them. In the passage we will learn how to plant a seed. To begin with take an earthen pot. Then fill the pot ¾ th with good-quality soil . After that , put a seed of a plant which you want grow into the soil. Then cover the seed with additional soil. Put some fertilizer around it, if needed. Next, sprinkle little bit of water on it. Finally put the pot in an open area to get sunlight and air.