

Writing skills practice: A for and against essay about online communication - exercises

h. to make something more attractive by adding decoration

Look at the essay and do the exercises to improve your writing skills.

Preparation

8...... to impede something

Match the vocabulary with the correct definition and write a-h next to the numbers 1-8.

1	a snippet	a.	to take part in or do something
2	to engage in something	b.	the world
3	the globe	C.	long-distance
4	to empathise with somebody	d.	to rub something to make it clean and shiny
5	to polish something	e.	to understand how someone feels
6	to embellish something	f.	to make it more difficult for something to happen
7	long-haul	g.	a small piece of information or conversation



Online communication is preferable to face-to-face communication. Discuss.

In today's world we find ourselves communicating more and more through online channels such as messaging, social media and video calls, often at the expense of face-to-face dialogue. There are certain situations where online communication is unavoidable but others where we opt for virtual over real-life conversation. Which begs the question: is online communication preferable in today's world?

To begin with, I'd like to outline the advantages of online communication. One of the main arguments in its favour is that it opens up the possibility of communicating with people in different places around the globe. This has considerable benefits in the workplace as meetings can take place via videoconferencing between Stockholm, San Francisco and Shanghai without the need for time-consuming, exhausting, long-haul business trips. Furthermore, it provides opportunities for long-distance families and friends to keep in touch on a daily basis. Another point is that written online communication gives us the option of responding either immediately or at a time that suits us as well as allowing us to edit and polish our message.

On the other hand, there are several significant drawbacks to over-reliance on online communication. Some experts are concerned that a lack of face-to-face interaction impedes the development of vital social skills such as empathising and reacting to situations in real time. Also, the very nature of conversation is different in the virtual world. If short snippets of dialogue embellished with emoticons replace longer stretches of direct conversation with emotions expressed on real faces, we're running the risk of losing the art of real conversation.

On balance, I believe that online communication brings an overall advantage in today's fast-paced, global society. However, we should take care not to overlook the benefits of engaging in face-to-face dialogue.

Top Tips for writing

- 1. Use the correct structure: introduction, key points for, key points against, conclusion.
- 2. Be objective. Give a balanced argument and make your overall opinion clear in the conclusion.
- 3. Use neutral or formal language. Don't use emotional or informal language.
- 4. Use suitable words or expressions to introduce, add, contrast and link ideas.
- 5. Include examples to illustrate ideas.

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1	('hook	VOLUE	lindorctone	liba: 6	ALOUDID
		VUILII	understand	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	JI ()(JE)

Write the features of communication in the correct group, according to the text.

a. edited messages

b. close proximity required

c. immediate response

d. develops social skills such as empathy

e. facial expressions

f. emoticons

g. possible delayed response

h. talk to people far away

Online communication	Face-to-face communication

2. Check your understanding: reordering

Put these words in the correct order by writing a number in the brackets.

1.	we find ourselves () through online channels. () communicating more and more () In today's world, ()
2.	begs the question: () online communication () Which () is () preferable () in today's world? ()
3.	main arguments () opens up the possibility () is () in favour () One of the () that it () of long-distance communication. ()
4.	written online communication () gives us () either immediately or later. () the option of responding () is that () Another point ()
5.	the development of () face-to-face interaction () impedes () in () that a lack of () Some experts () vital social skills. () are concerned ()
6.	real conversation. () losing. () we're () running the risk of () the art of () So, ()
7.	I believe that () there are () On balance, () online communication. () several advantages to ()
8.	face-to-face dialogue. () However, () we should () the benefits of () to overlook () take care () not ()

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	eck your writing: gap fill ete the second sentence so it has the	same meaning as the first. Write	e only one word in each gap.		
1.	Online communication is sometimes impossible to avoid.				
	Online communication is sometimes	·			
2.	Sometimes we opt for conversation in	n the real world.			
	Sometimes we opt to	in the real world.			
3.	Do people prefer online communicati	on?			
	Is online communication?				
4.	Online communication is hugely bene	eficial in the workplace.			
	Online communication has huge in the workplace.				
5.	We can respond immediately.				
	It gives us the option of an immediate				
6.	There are drawbacks if we over-rely	There are drawbacks if we over-rely on online communication.			
	An on online communication can cause drawbacks.				
7.	We don't develop social skills which a	allow us to empathise with other	S.		
	We don't develop social skills such as for others.				
8.	We embellish short snippets of dialog	We embellish short snippets of dialogue with emoticons.			
	Short snippets of dialogue are	with emoticons.			
4. Che	eck your writing: multiple choi	ce			
Circle t	he best answer to these questions.				
1.	There are certain situations where or for virtual over real conversation.	lline communication is unavoida	ble others where we opt		
	a. but	b. however	c. also		
2.	One of the main benefits of online communication is that business meetings can take place via videoconferencing, eliminating the need to travel for work, it provides opportunities for long-distance families and friends to keep in touch on a daily basis.				
	a. As a result	b. Furthermore	c. For example		
3.	Written online communication provides opportunities for long-distance families and friends to keep in touch on a daily basis it gives us the option of responding either immediately or at a time that suits us.				
	a. Another point is that	b. As well as	c. And		

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٦.	social skills empathising and reacting to situations in real time.		
	a. and	b. therefore	c. such as
5.	Online communication brings many advantages, there are several significant drawbacks to over-reliance on it.		
	a. Despite	b. On the other hand	c. Although
6.	On balance, I believe that online communication brings us an overall advantage, we should take care not to overlook the benefits of engaging in face-to-face dialogue.		
	a. Another point is that	b. However	c. So

Discussion

Do you prefer online or face-to-face communication? Why?

Which type of communication do you think is more important in today's world?