WRITTEN FOR CHILDREN OUTLINE OF ENGLISH LANGUAGE C Study Guide

written for children outline of english language c

Understanding the English language can be fun and exciting, especially when we break it down into simple parts. If you're a young learner or a parent helping a child learn English, knowing the basic outline can make the journey easier and more enjoyable. This article provides a clear and comprehensive outline of the English language, focusing on the essentials that are most helpful for children to grasp. Let's explore the structure of English, its key components, and some useful tips to learn it effectively.

Introduction to the English Language

Before diving into details, it's helpful to understand what the English language is and why it's important.

What is English?

- A language spoken by millions of people around the world.
- Used in countries like the USA, UK, Canada, Australia, and many others.
- The language of global communication, education, and business.

Why Learn English?

- To communicate with people from different countries.
- To read books, watch movies, and enjoy media in English.
- To succeed in school and future careers.

Basic Components of the English Language

English has several parts that work together to help us speak, read, write, and understand. Here is an outline of the main components:

1. Alphabet

- Consists of 26 letters: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
- Each letter can be a vowel or a consonant.

2. Vowels and Consonants

- Vowels: A, E, I, O, U (sometimes Y).
- Consonants: All other letters.

3. Sounds and Pronunciation

- Each letter can have different sounds.
- Learning correct pronunciation is important.

4. Words

- The building blocks of sentences.
- Made up of letters and sounds.

5. Sentences

- A group of words that express a complete idea.
- Usually start with a capital letter and end with a punctuation mark.

Parts of Speech in English

Understanding parts of speech helps children identify how words work in sentences.

1. Nouns

- Name people, places, things, or ideas.
- Examples: dog, school, happiness.

2. Verbs

- Show action or state of being.

- Examples: run, is, jump.

3. Adjectives

- Describe nouns.
- Examples: big, blue, happy.

4. Adverbs

- Describe verbs, adjectives, or other adverbs.
- Examples: quickly, very, loudly.

5. Pronouns

- Replace nouns.
- Examples: he, she, it, they.

6. Prepositions

- Show relationships between nouns and other words.
- Examples: in, on, under, between.

7. Conjunctions

- Connect words or groups of words.
- Examples: and, but, or.

8. Interjections

- Show strong feelings or emotions.
- Examples: wow! ouch! oh!

Building Blocks: Words and Sentences

Knowing how to form words and sentences is fundamental to learning English.

1. How Words Are Formed

- Using roots, prefixes, and suffixes.
- Example: happy ? happiness, unhappy.

2. Types of Sentences

- Declarative: Makes a statement. Example: I like apples.
- Interrogative: Asks a question. Example: Do you like apples?
- Imperative: Gives a command or request. Example: Eat your apples.
- Exclamatory: Shows strong feeling. Example: What a tasty apple!

Grammar Rules for Children

Grammar helps us use words correctly.

1. Verb Tenses

- Present: I run.
- Past: I ran.
- Future: I will run.

2. Subject-Verb Agreement

- When a subject is singular, the verb is singular.
- Example: She runs. / They run.

3. Using Articles

- A and an are indefinite articles.
- The is a definite article.
- Example: a dog, an apple, the sun.

4. Capitalization and Punctuation

- Capitalize the first word of a sentence.
- End sentences with periods, question marks, or exclamation points.

Vocabulary Development

Building a strong vocabulary is key to mastering English.

1. Learning New Words

- Read books, stories, and poems.
- Play word games like Scrabble or crossword puzzles.

2. Using Context Clues

- Guess the meaning of new words from the story or sentence.

3. Practice with Synonyms and Antonyms

- Find words with similar or opposite meanings.
- Example: happy/sad, big/small.

English Language Skills for Children

Developing four main skills helps children become confident English users.

1. Listening

- Listen to stories, songs, and conversations.
- Practice understanding different accents.

2. Speaking

- Practice pronunciation and sentence formation.
- Engage in conversations and storytelling.

3. Reading

- Start with simple books and gradually move to more complex stories.
- Learn to recognize words and understand their meanings.

4. Writing

- Practice writing sentences, stories, and letters.
- Focus on spelling, punctuation, and sentence structure.

Tips for Teaching Children English

Here are some helpful tips for parents and teachers:

1. Make Learning Fun

- Use games, songs, and activities.
- Incorporate colorful pictures and flashcards.

2. Be Patient and Encouraging

- Celebrate small successes.
- Correct mistakes gently.

3. Practice Regularly

- Short, daily practice sessions are more effective.
- Read together every day.

4. Use Real-Life Situations

- Talk about everyday activities.
- Use English during meals, outings, and chores.

Resources to Help Children Learn English

There are many resources available to support learning:

1. Books and Storybooks

- Choose age-appropriate books with pictures.

2. Educational Apps and Websites

- Interactive games and exercises.

3. Flashcards and Charts

- Visual aids for vocabulary and grammar.

4. Audio and Video Materials

- Songs, cartoons, and educational videos.

Conclusion: Making English Learning Enjoyable and Effective

Learning English can be a fun adventure for children when approached with patience, creativity, and the right resources. Understanding the basic outline of the language?its alphabet, parts of speech, sentence structure, and vocabulary?lays a strong foundation. Remember, children learn best when they are encouraged, engaged, and motivated. With consistent practice and supportive guidance, young learners can become confident in their English skills and open the door to many new opportunities.

Whether you're a parent, teacher, or caregiver, using this outline as a guide can help you create effective lesson plans and activities tailored for children. Emphasize fun, curiosity, and progress, and watch children develop their language abilities with enthusiasm and confidence.

Written for Children Outline of English Language C

Understanding the English language can be both exciting and challenging, especially for young learners. To make this journey easier, educators and linguists have created simplified outlines and structures that help children grasp the fundamentals of English. One such approach is the ?written for children outline of English language C,? which offers a clear and organized way to understand the core components of English, focusing on basic grammar, vocabulary, sentence construction, and usage. In this article, we will explore this outline in a detailed and reader-friendly manner,

breaking down complex concepts into easy-to-understand parts, suitable for young learners and their educators.

The Importance of a Children's Outline for Learning English

Before diving into the specifics of the outline, it is essential to understand why such a framework is valuable. Learning English, like acquiring any language, involves mastering different elements such as sounds, words, sentences, and meanings. For children, who are just starting out, an organized outline serves as a roadmap, guiding their learning process step-by-step.

A well-designed outline:

- Simplifies complex grammar rules
- Emphasizes essential vocabulary
- Encourages confidence through clear progression
- Provides a foundation for reading, writing, and speaking skills

The ?written for children outline of English language C? aims to organize these elements logically, making learning both effective and enjoyable.

Core Components of the English Language for Children

The outline of English language C can be broadly divided into several key areas, each building on the previous to create a comprehensive understanding:

- Letters and Sounds
- Vocabulary and Words
- Basic Grammar
- Sentence Structure
- Usage and Communication

Let?s explore each component in detail.

- Letters and Sounds

The Alphabet

The foundation of English is the alphabet, consisting of 26 letters:

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

Why is it important?

Children need to recognize and write these letters before they can read or spell words. Learning the alphabet also introduces the sounds associated with each letter.

Phonics: The Sound of Letters

Phonics is about understanding the relationship between letters and sounds. For young learners:

- Consonant sounds: B, C, D, etc.
- Vowel sounds: A, E, I, O, U

Example:

The letter ?B? sounds like /b/ as in ?ball.?

The letter ?A? can sound like /a/ as in ?apple? or /e?/ as in ?cake? (depending on the word).

Activities to Develop Phonics Skills:

- Listening to sounds
- Matching sounds to letters
- Blending sounds to form words

- Vocabulary and Words

Building a Word Bank

Children start with simple, everyday words such as:

- Names of family members (mother, father, sister)
- Common objects (ball, book, chair)
- Action words (run, jump, eat)
- Descriptive words (big, small, happy)

Categorizing Vocabulary

Grouping words helps children remember and understand them better:

- People: boy, girl, teacher
- Animals: cat, dog, bird
- Colors: red, blue, green
- Numbers: one, two, three

Strategies for Vocabulary Development

- Using flashcards
- Playing word games
- Reading picture books

- Basic Grammar

Grammar provides the rules for combining words into meaningful sentences. For children, the focus is on simple and clear structures.

Parts of Speech

- Nouns: names of people, places, things (dog, school)
- Verbs: action words (run, jump, eat)
- Adjectives: describe nouns (big, red, happy)
- Pronouns: replace nouns (he, she, it)

Tenses

Initially, children learn the present tense because it describes actions happening now.

- Present tense: I eat, she runs
- Simple past tense: I ate, she ran (introduced later)

Basic Grammar Rules

- Capitalize the first letter of a sentence.
- Use a period at the end of a sentence.
- Understand that words change form depending on tense.

- Sentence Structure

Building Simple Sentences

Children learn to form sentences using a basic structure:

Subject + Verb + Object

Examples:

- The dog runs.
- I like apples.
- She is happy.

Expanding Sentences

As children progress, they incorporate adjectives, adverbs, and conjunctions:

- The big dog runs quickly.
- I like to read and play.

Sentence Types

- Statements: "It is sunny."
- Questions: "Is it sunny?"
- Commands: "Sit down."
- Exclamations: "Wow! That?s fun!"

- Usage and Communication

Correct Word Usage

Children need to learn how to use words correctly in context:

- Using ?a? and ?an? appropriately (a book, an apple).
- Knowing plurals (one cat, two cats).
- Using prepositions like in, on, under.

Developing Speaking and Listening Skills

- Listening to stories
- Responding to questions
- Participating in conversations

Reading and Writing

- Recognizing common sight words (the, is, and)
- Writing simple sentences
- Reading aloud to build confidence

Practical Applications of the Outline

The outline serves as a guide for teachers, parents, and educators to structure lessons systematically. Here?s how it can be practically applied:

- Lesson Planning:

Break down the curriculum into weekly objectives based on each component.

- Assessment:

Use simple quizzes and activities to check understanding.

- Reinforcement:

Engage children with games, songs, and stories aligned with the outline.

Challenges and Solutions in Teaching English to Children

While the outline simplifies learning, some challenges persist:

- Pronunciation difficulties:

Young learners may struggle with certain sounds.

Solution: Repetitive practice and phonics games.

- Vocabulary retention:

Remembering new words can be overwhelming.

Solution: Regular review and contextual learning.

- Grammar complexity:

Rules can seem confusing at first.

Solution: Focus on simple sentences and gradually introduce rules.

The Role of Visual Aids and Interactive Learning

Children learn best when they can see and interact. Incorporating visual aids such as pictures, flashcards, and videos makes the outline more engaging.

Examples:

- Picture dictionaries
- Interactive storybooks
- Educational apps and games

These tools reinforce the outline?s components, making learning both fun and effective.

Conclusion

The ?written for children outline of English language C? provides a structured, accessible pathway for young learners to grasp the essentials of English. By focusing on foundational elements?letters and sounds, vocabulary, grammar, sentence structure, and usage?it creates a comprehensive framework that nurtures confidence and promotes language mastery. Educators and parents play a vital role in applying this outline through creative, interactive, and consistent teaching methods. As children progress through this structured approach, they develop not only their language skills but also a love for learning and communication that will serve them throughout their lives.

Understanding and utilizing such an outline ensures that learning English becomes a joyful journey?a stepping stone towards becoming confident, effective communicators in a globalized world.

QuestionAnswer What is the main purpose of the 'Written for Children' outline in English Language C? The main purpose is to provide a structured guide for teaching children the fundamentals of the English language, including grammar, vocabulary, and reading skills. Which topics are typically covered in the 'Written for Children' outline for English Language C? Topics usually include basic sentence structure, punctuation, common vocabulary, reading comprehension, and simple writing exercises tailored for children. How does the 'Written for Children' outline help in developing early literacy skills? It offers age-appropriate content and activities that promote understanding of language rules, vocabulary acquisition, and reading fluency, laying a strong foundation for literacy. Is the 'Written for Children' outline suitable for all age groups within children? It is generally designed for early learners, typically ages 5 to 10, but can be adapted for different age groups based on their reading and language proficiency. How can teachers effectively implement the 'Written for Children' outline in their lessons? Teachers can integrate interactive activities, storytelling, and guided reading sessions aligned with the outline to engage students and reinforce learning outcomes. Are there any digital resources associated with the 'Written for Children' outline of English Language C? Yes, many curricula include digital worksheets, interactive games, and online assessments to supplement the outline and enhance student engagement. How does the outline ensure inclusivity for children with different learning needs? It often incorporates differentiated activities and supports, such as visual aids and simplified exercises, to accommodate diverse learning styles and abilities. What assessment methods are recommended in the 'Written for Children' outline? Assessments include oral quizzes, written exercises, reading comprehension tests, and formative assessments to monitor progress and understanding. Can parents use the 'Written for Children' outline to assist their children at home? Yes, the outline provides a clear framework that parents can follow to support their children's language development through guided practice and reading activities.

Related keywords: children's English learning, kids language curriculum, early childhood English, children's language development, English for young learners, beginner English outline, children's literacy program, elementary English syllabus, kids language exercises, early English education

ADVANTAGES AND DISADVANTAGES OF WRITTEN COMMUNICATION

Advantages and disadvantages of written communication are important considerations for individuals and organizations alike. In an increasingly digital world, written communication remains a fundamental method for exchanging information, whether through emails, reports, memos, or digital messages. While it offers numerous benefits, it also presents certain challenges. Understanding these advantages and disadvantages can help improve the effectiveness of communication strategies and prevent potential pitfalls.

Advantages of Written Communication

Written communication offers several significant benefits that make it an essential component of personal, academic, and professional exchanges. Its advantages can be categorized into clarity and record-keeping, permanence, flexibility, and accessibility.

Clarity and Precision

One of the primary advantages of written communication is the ability to craft clear and precise messages. When writing, individuals have the opportunity to organize their thoughts carefully, choose appropriate words, and revise their messages before sending. This process helps ensure that the message conveys exactly what is intended, reducing misunderstandings.

Permanent Record

Written communication creates a tangible record that can be stored and referenced later. This is especially valuable in legal, business, and academic contexts where documentation of agreements, instructions, or decisions is necessary. Having a written record can also provide evidence in disputes or clarify previous commitments.

Flexibility and Convenience

Written communication allows recipients to read and respond at their convenience. Whether through email, memos, or reports, the recipient can access the information at any time and from any location, provided they have the necessary tools. This flexibility is particularly beneficial for remote teams and international organizations.

Standardization and Consistency

With written communication, organizations can develop templates, guidelines, and standardized formats that ensure consistency across messages. This standardization helps maintain a professional image and ensures uniformity in messaging, which is crucial for branding and legal compliance.

Accessibility and Reach

Digital written communication can reach a vast audience instantly. Emails, social media, and websites enable organizations to disseminate information broadly and quickly, making it an effective tool for marketing, public relations, and internal communication.

Cost-Effectiveness

Compared to face-to-face communication, written methods often cost less. There are no travel expenses, and mass communication can be achieved with minimal resources, especially with electronic communication tools.

Disadvantages of Written Communication

Despite its many advantages, written communication also has notable disadvantages that can impact its effectiveness if not managed properly. These disadvantages include issues related to misinterpretation, lack of immediacy, time consumption, and barriers to engagement.

Risk of Misinterpretation

One of the main drawbacks of written communication is that messages can be misunderstood. Without tone of voice, facial expressions, or body language, recipients may interpret messages differently from what the sender intended. Ambiguous wording, lack of context, or poorly structured messages can lead to confusion and errors.

Lack of Immediate Feedback

Unlike face-to-face conversations or phone calls, written communication often lacks real-time interaction. This delay can hinder quick clarification of misunderstandings or immediate problem-solving, leading to prolonged issues or inefficiencies.

Time-Consuming Process

Writing, editing, proofreading, and formatting messages take time, especially for complex or detailed content. Additionally, waiting for responses can slow down decision-making processes, which may be detrimental in urgent situations.

Barrier to Engagement and Personal Connection

Written communication can sometimes feel impersonal, especially in sensitive situations such as delivering bad news or resolving conflicts. The lack of emotional cues can make it challenging to establish rapport or gauge the recipient's reactions.

Dependence on Technology

Digital written communication relies heavily on technology. Technical issues, such as server outages or connectivity problems, can disrupt communication. Furthermore, not everyone has equal access to digital tools, creating potential inequalities.

Potential for Overload

Organizations and individuals often face information overload due to the volume of written messages received daily. Important messages can be overlooked or ignored amid the flood of emails, memos, and reports.

Balancing the Advantages and Disadvantages

To maximize the benefits of written communication while minimizing its drawbacks, effective strategies should be employed.

Strategies to Enhance Effectiveness

- **Clarity and Conciseness:** Use simple language, avoid jargon, and be direct to prevent misunderstandings.
- **Proper Formatting:** Break down information with headings, bullet points, and paragraphs for easy reading.
- **Proofreading:** Review messages carefully to eliminate errors and ensure professionalism.
- **Use of Appropriate Channels:** Choose the right platform based on the message's importance, urgency, and audience.
- **Follow-up and Feedback:** Encourage responses and clarify any ambiguities promptly.
- **Combining with Other Communication Forms:** Use face-to-face or phone conversations when emotional nuance or immediate interaction is necessary.

Conclusion

In summary, the advantages and disadvantages of written communication highlight its importance as a powerful tool for effective information exchange. Its ability to provide clarity, serve as a

permanent record, offer flexibility, and reach a broad audience makes it indispensable in various contexts. However, issues such as misinterpretation, lack of immediacy, and potential impersonal nature necessitate careful planning and execution. By understanding these dynamics and applying best practices, individuals and organizations can leverage the strengths of written communication while mitigating its weaknesses, leading to more efficient and meaningful interactions.

Advantages and Disadvantages of Written Communication

In an era characterized by rapid technological advancement and digital connectivity, communication remains the backbone of personal and professional interactions. Among the various modes of communication, written communication stands out as a fundamental method that has been utilized for centuries. Its significance is evident across industries, educational institutions, and personal relationships. However, like any communication form, written communication carries its own set of advantages and disadvantages that influence its effectiveness, clarity, and impact. This comprehensive review aims to explore these facets in depth, providing a balanced perspective suitable for researchers, professionals, and anyone interested in understanding the intricacies of written communication.

Understanding Written Communication

Written communication involves the transfer of information through written symbols, whether in the form of letters, reports, emails, memos, or digital messages. It is distinguished from oral communication by its permanence, structure, and the need for clarity to ensure the message is accurately interpreted by the recipient. Its evolution from handwritten letters to digital emails and instant messaging reflects technological progress and changing communication preferences.

Advantages of Written Communication

Written communication offers several notable advantages that make it indispensable in various contexts. Understanding these benefits helps organizations and individuals leverage its strengths effectively.

1. Permanence and Record-Keeping

One of the most significant advantages of written communication is its permanence. Unlike spoken words, which can be forgotten or misremembered, written messages are documented and can be stored for future reference. This feature facilitates accountability, legal documentation, and historical records.

Benefits include:

- Facilitates accurate record-keeping for audits and compliance.
- Allows for future reference and review.
- Provides evidence in legal or contractual disputes.

2. Clarity and Precision

Written communication allows the sender to carefully craft their message, ensuring clarity and precision. The ability to revise and edit before transmission reduces misunderstandings and ambiguity.

Advantages include:

- Opportunity to organize thoughts logically.
- Ability to use precise language, diagrams, and supporting data.
- Reduced risk of miscommunication compared to spontaneous speech.

3. Accessibility and Flexibility

Written messages can be delivered across different time zones and geographical locations without the need for simultaneous interaction.

Key benefits:

- Asynchronous nature allows recipients to read and respond at their convenience.
- Suitable for complex or detailed information that requires careful analysis.
- Enables communication in situations where verbal interaction is impractical.

4. Formality and Professionalism

Written communication often lends a formal tone to interactions, which can enhance professionalism and credibility.

Implications include:

- Establishes official channels for communication.
- Suitable for formal requests, proposals, and contractual agreements.
- Enhances the perceived seriousness of the message.

5. Standardization and Uniformity

Written communication can be standardized through templates and formats, ensuring consistency across organizations or departments.

Advantages include:

- Promotes uniformity in messaging.
- Simplifies training and onboarding processes.
- Ensures compliance with organizational policies.

Disadvantages of Written Communication

Despite its numerous benefits, written communication is not without limitations. Recognizing its disadvantages is crucial for effective implementation and to mitigate potential drawbacks.

1. Lack of Immediate Feedback

Unlike face-to-face or verbal communication, written messages often lack instant feedback, which can delay clarification or resolution of misunderstandings.

Consequences include:

- Prolonged resolution times for issues.
- Increased potential for misinterpretation without real-time clarification.
- Possible frustration for both sender and recipient.

2. Potential for Misinterpretation

Written language can be ambiguous, especially when tone, facial expressions, and body language are absent.

Challenges include:

- Messages may be interpreted differently based on cultural or personal biases.
- Sarcasm or humor can be misunderstood.
- Difficulties in conveying emotional nuance.

3. Time-Consuming Process

Creating, editing, and proofreading written messages can be time-consuming, especially in formal contexts.

Impacts include:

- Delays in communication, particularly in urgent situations.
- Increased workload for writers and reviewers.
- Potential for over-editing or over-complicating messages.

4. Accessibility Barriers

Not everyone has equal access to written communication channels, especially in regions with limited technological infrastructure.

Issues include:

- Digital divide affecting access to email or online platforms.
- Literacy challenges among certain populations.
- Dependence on language proficiency.

5. Risk of Information Overload

The ease of producing written content can lead to information overload, where recipients are overwhelmed by excessive or irrelevant messages.

Resulting problems:

- Important messages may be overlooked.
- Reduced engagement and responsiveness.
- Increased stress and cognitive load for recipients.

Balancing the Pros and Cons

Effective communication requires understanding when and how to utilize written communication optimally. It is essential to weigh its advantages against its disadvantages in the context of specific needs, audience, and objectives.

Strategies to Maximize Benefits

- Use clear, concise language and avoid jargon.
- Incorporate visual aids or bullet points for clarity.
- Maintain professionalism and appropriate tone.
- Ensure accessibility by considering language and formatting.

Mitigating Disadvantages

- Follow up written messages with verbal clarification when necessary.
- Encourage feedback to confirm understanding.
- Limit the volume of messages to prevent overload.
- Use technology tools for real-time communication when urgent responses are required.

Conclusion

Written communication remains a vital component of effective information exchange across personal, academic, and professional domains. Its advantages?such as permanence, clarity, accessibility, professionalism, and standardization?make it an invaluable tool for documentation, formal interactions, and complex information dissemination. However, its limitations?lack of immediate feedback, potential for misinterpretation, time consumption, accessibility issues, and information overload?must be carefully managed.

Ultimately, the key to harnessing the full potential of written communication lies in understanding its strengths and weaknesses, selecting appropriate formats, and supplementing it with other communication channels when needed. As technology continues to evolve, integrating digital tools can further enhance its effectiveness, making written communication more dynamic, inclusive, and responsive. Recognizing these facets will enable individuals and organizations to communicate more effectively, fostering clarity, efficiency, and mutual understanding in an increasingly interconnected world.

QuestionAnswer What are the main advantages of written communication? Written communication provides a permanent record, ensures clarity, allows careful drafting, and can be referenced later, making it ideal for conveying complex information and formal messages. What are the disadvantages of written communication? It can be time-consuming to prepare, lacks immediate feedback, may be misinterpreted due to lack of tone or context, and can become outdated if not updated regularly. How does written communication benefit organizations? It helps in maintaining documentation, standardizing procedures, reducing misunderstandings, and ensuring legal compliance through formal records. What are the limitations of written communication in urgent

situations? In urgent scenarios, written communication may be slow and less effective compared to verbal or face-to-face communication, which allows instant clarification and response. Can written communication improve accuracy in message delivery? Yes, because messages can be carefully drafted and reviewed before sending, reducing errors and misinterpretations. What is a major disadvantage of written communication in terms of personal connection? It often lacks emotional tone and personal touch, which can lead to misunderstandings or a sense of impersonality. How does written communication facilitate legal and official documentation? It provides tangible evidence of agreements, instructions, and decisions, which can be used for future reference or legal purposes. What are some common mediums for written communication? Emails, memos, reports, letters, and digital messages are common mediums used for written communication. How does the lack of immediate feedback affect written communication? It can delay clarifications and problem-solving, potentially leading to prolonged misunderstandings or errors. In what scenarios is written communication most advantageous? It is most advantageous when formal documentation is required, for detailed instructions, official notifications, or when the message needs to be preserved for future reference.

Related keywords: benefits, drawbacks, effectiveness, clarity, misunderstandings, formality, immediacy, documentation, efficiency, limitations

Read the full article online: Advantages And Disadvantages Of Written Communication