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SYLLABUS

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SUBJECT – VERB AGREEMENT

In a sentence, the subject (mostly a noun or a pronoun) and the verb must agree with one another in number (singular or plural).

1. The verb should agree with the subject in Number (as in singular: “The book is”:

plural “The books are...”)

2. The verb should agree with the Person. This is also called Subject – Verb agreement or Concord.

Examples.

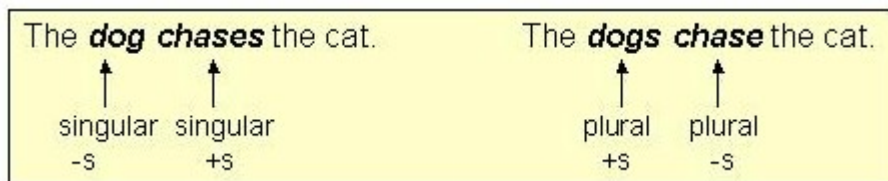
She writes every day.

They write every day.

Basketballs growls at the postal carrier.

These cloths are too small for me.

My mom or dad is coming to the play.



Singular Plural

I. Person - I like sweets , We like sweets

II. Person - You like

III. Person - He / She / It likes, They like

Mistakes arise mainly due to ‘ingrained speech habits’.

Certain aspects by which one can decide whether the subject is singular or plural are given

below:

1. Two or more nouns joined by 'and' take the plural verb.

(e.g.) Both Raja and Rani are good at studies.

Swetha and Haritha have come.

The doctoral student and the committee members write every day.

The percentage of employees who called in sick and the number of employees who left their jobs within 2 years are reflective of the level of job satisfaction.

But, when two or more nouns refer to one general thing, singular verb is used.

(e.g.) Bread and butter is a wholesome food.

Slow and steady wins the race.

Law and order is an election issue.

2. When two titles / designations are connected by 'and' and used to refer to two different persons, plural verb follows:

(e.g.) The poet and the philanthropist are coming to the function.

But, if the second noun is **not** preceded by the article 'the', singular verb is used because both the designations/ titles refer to one individual.

(e.g.) The poet and philanthropist is coming to the function.

3. The pattern 'one of' is always followed by a plural noun. The verb agrees with 'one',

not with the plural noun.

(e.g.) One of the teachers has a good sense of humour.

One of the books is missing.

But, when the same phrase occurs in the middle of the sentence as antecedent and is followed by the relative 'who', 'that', 'which', the verb is plural.

(e.g.) John is one of the students, who are dependable in all circumstances.

He is one of the players, who have won a number of medals.

4. When words are added to a singular subject by 'with', 'together with', 'along with', 'in

addition to', 'as well as', 'besides' etc., the verb is singular.

(e.g.) The file, with all the papers, is missing.

A citation, along with a cash award, was given.

But, if commas are omitted in written English, the subject is treated as plural and plural verb is used.

(e.g.) The dog along with its master are going for a walk.

5. When two or more nouns or pronouns in the singular are connected by 'or', 'nor', 'either.... Or', 'neither nor', the verb is singular.

(e.g.) Neither Rosy nor her friends has come.

But, if the subject near the verb is plural, then plural verb is used.

(e.g.) Either Ramu or his friends have the book.

Neither Sita nor her well-wishers were present.

6. When 'or', 'nor', 'either.... or', 'neither...nor', joins different Persons, the verb agrees

with the nearest subject.

(e.g.) Either he or you are lying.

Neither you nor I am to come.

Neither they nor she is going to the movie.

7. The indefinite pronouns 'each', 'every', 'each one', 'every one', 'everybody', 'anybody', 'either', 'neither', 'no one', 'nobody', take the singular verb.

(e.g.) Each of the books is worth reading

Neither of the answers is correct.

Every day brings goodwill and cheer.

Even if two nouns preceded by 'each', or 'every' are connected by 'and', the verb is singular.

(e.g.) Each boy and each girl has a story to say.

Every man and every woman is prone to death one day.

Each of the participants was willing to be recorded.

Neither alternative hypothesis was accepted.

I will offer a \$5 gift card to everybody who participates in the study.

No one was available to meet with me at the preferred times.

8. Certain nouns, though singular in form, are considered as plural and take the plural verb.

(e.g.) The cattle are grazing in the field.

The people are waiting for the President.

The police were forced to act.

9. There are several nouns plural in form but singular in meaning and take the singular verb.

(e.g.) Physics is an interesting subject.

Politics is a dirty game.

Measles is an infectious disease.

A few other words under this category are: dynamics, economics, mathematics, innings, billiards, athletics, acoustics, tactics, The United States, Naples, classics, comics, news, etc.

NOTE: Not all plural nouns are taken as singular in form. Care must be taken to use plural verbs after such nouns. For instance, tools and articles consisting of two equal parts are taken as plural nouns.

(e.g.) The clothes in that shop are very expensive.

Her scissors are not very sharp.

The stairs are very steep.

A few other words are: pants, forceps, cards, spectacles, wages, shorts etc. When countability is taken into account, these nouns are to be preceded by 'a pair of'

(e.g.) Three pairs of trousers are hanging on the line.

A pair of scissors is there.

10. Certain collective nouns, take the singular or plural verb based on the context.

When

the noun is taken as a group or collection, it takes the singular verb.

(e.g.) A committee has been set up to probe into the incident.

The Government is working for the welfare of the downtrodden.

The class is going for an industrial visit.

But the same words take the plural verb, when each member is considered as an individual.

(e.g.) The committee believe in stringent action.

The Government want to keep the plan to themselves.

The audience were delighted with the performance.

11. Almost the same principle applies to the class nouns: Some of, most of, a lot of, a great

deal of, plenty of, lots of, one-third of, (all fractions) etc. These take the plural verb

when they refer to number.

(e.g.) Some of the boys are very intelligent.

Lots of fans have come.

Half of the fruits are not ripe yet.

Plenty of roses are available in the market.

The same nouns take the singular verb, when they refer to quantity.

(e.g.) One-third of the land is still fertile. Some of the sugar is spilt.

Plenty of water is available. Lots of tea has been prepared.

Note: 'The majority of' can be used only for number. So the verb is always plural.

(e.g.) The majority of students are not hard-working.

12. Class nouns such as furniture, stationery, food, cutlery, footwear, information, equipment etc. are considered as singular.

(e.g.) The cutlery in the cupboard is elegant.

The footwear you bought yesterday was good.

The furniture in the room needs polishing.

A factory with modern equipment is for sale.

13. 'Many a' and 'more than one' are followed by a singular noun and take the singular

verb.

(e.g.) Many a book is interesting.

More than one candidate was absent in the meeting.

But when 'many' and 'more' are used alone refer to number take the plural verb.

(e.g.) Many students were present at the function.

More volunteers are needed.

'A great many' also takes the plural verb.

(e.g.) A great many food items lie unused.

14. Phrases beginning with 'a team of', 'a chain of', 'a flock of', 'a bouquet of', 'a crowd

of', 'a series of', 'a set of' etc. take the singular verb though the word after them is

plural.

(e.g.) A series of serials is telecast every day.

A team of ministers has come on a visit.

A regiment of soldiers is deployed for election duty.

15. If a sentence begins with 'a number of', the verb is plural; whereas if it begins with

'the number of' the verb is singular.

(e.g.) A number of students are playing in the ground.

Here 'a number of' means many.

But, 'The number of students good at sports is very few'.

16. When the subject of a sentence begins with specific quantity, amount or distance, the

verb is singular when considered as a whole.

(e.g.) Three thousand rupees is not a huge amount.

Five years contract is too much.

Four hundred miles is not a big distance.

But, the sum of money or years, when considered separately, the plural verb is used.

(e.g.) Seven years have rolled since we shifted to Chennai.

One lakh rupees were distributed among the victims.

17. Titles or names of books, quotations take the singular verb only.

(e.g.) 'The Discovery Channel' gives vast information.

'Tales from Sherlock Holmes' makes reading interesting.

"Honesty is the best policy" is a saying.

18. Certain adjectives are used with the article 'the' to refer to a group of people in a Particular condition; The blind, The youth, The brave, The poor, The unemployed etc.

take the plural verb.

(e.g) The destitute are taken care by the organization.

The brave die once.

The unemployed are restless.

The youth of today are the pillar of tomorrow.

19. Singular noun joined by a preposition, takes the singular verb.

City after City is captured by the Americans.

20. Some nouns have one meaning in the singular and another in the plural.

Singular	Meaning	Plural	Meaning
Advice	– Counsel	Advices	- Information
Good	– Benefit	Goods	- Property

Work	-	Job	Works	-	Composition; factories
Quarter	-	One fourth	Quarters	-	Houses
Air	-	Atmosphere	Airs	-	Proud behavior
Force	-	Strength	Forces	-	Army
Physic	-	Medicine	Physics	-	Physical sciences

(e.g.)

1.(a) There is one quarter of the food remaining.

(b) I live in the government quarters.

2. (a) He works for his own good.

(b) The goods in the factory were damaged.

3. (a) Man cannot live without air.

(b) It is not good to put on airs.

1. The dog _____ when he is angry.

2. The dogs _____ when they are angry.

3. The dog, who is chewing on my jeans, _____ usually very good.

4. There is a problem with the balance sheet. Here _____ the papers you requested.

5. Does Lefty usually eat grass? Where _____ the pieces of this puzzle?

6. The cow and the pig _____ jumping over the moon

7. Red beans and rice _____ my mom's favorite dish.

8. Nonsmoking and drinking _____ allowed. Every man and woman _____ required to check in.

9. Jessica or Christian _____ to blame for the accident.

10. All of the chicken _____ gone. All of the chickens _____ gone.

11. Four quarts of oil _____ required to get the car running.

12. Dogs and cats _____ both available at the pound.

13. Do your sisters or your girlfriend _____ (wants) any pizza?

14. Everybody _____(want) to be loved
15. Few _____ left alive after the flood.
16. To walk and to chew gum _____(requires) great skill.
17. Standing in the water _____ a bad idea. Swimming in the ocean and playing drums _____ my hobbies.
18. The herd _____ stampeding.
19. The Barbs _____ a movie starring Tom Hanks.
20. The dishes _____ done and table is clear.

- | | |
|-------------|------------|
| 1. growls | 11.was |
| 2. growl | 12.are |
| 3. is | 13.want |
| 4. are | 14.wants |
| 5. are | 15.were |
| 6. are | 16.require |
| 7. is | 17.was,are |
| 8. is, is | 18.is |
| 9. is | 19.is |
| 10. is, are | 20.are |

1. Choose the correct form of verb that agrees with the subject:

- (a) Joseph is the only one of those students who *has* lived up to the potential described in theyearbook.
- (b) Politics *is* sometimes a dirty business.
- (c) Both of the statues on the shelf *were* broken.
- (d) The Chairman, along with two assistants, *plan*sto attend the meeting.

2. Choose the correct verb form that agrees with the subject:

(a) Suresh or Joseph *is* likely to be voted this year's president of the students' union.

(b) Neither Kumar nor his brother *is* qualified for the finals.

(c) An electric computer *solves* difficult problems quickly.

(d) Many colleges *do not* have computers in the language labs.

3. Choose the correct verb form that agrees with the subject.

i. The driver along with the conductor was (was/ were) arrested for the accident.

ii. Working for late hours in the night is (are/ is) not good for health.

iii. Neither the teacher nor the students are (are/ is) interested in the project.

iv. Engineering Mechanics is (is/ are) an interesting subject.

4. Choose the correct form of verb that agrees with the subject.

a. The tornadoes that tear through this county every spring is (is, are) more than just a nuisance.

b. The players as well as the captain, wants (want, wants) to win.

5. Rewrite the sentences making the subject agree with the verb:

a. A series of lectures were delivered last month.

A series of lectures was delivered last month.

b. The cost of computers are dropping day by day.

The cost of computers is dropping day by day.

SEQUENCE WORDS

Sequence words are words that help us understand the order of events that are happening in a long process or even a story.

They tell us things like what happened first, what happened next, and what happened that was

Unexpected. Think of them as signal words that help us identify the next event in a story or a process and the end of them.

First... second... third...

In the first place... also... lastly

In the beginning

To begin with

To start with

Initially

After

Afterwards

As soon as

at this point

during this time

At first

At last

Before

Before long

Finally

In the meantime

Later

Meanwhile

Next

Soon

Then

Subsequently

Eventually

Ultimately

In the end

I. Rearrange the sentences in correct order with the help of sequence words.

- A. 1. Choose the type of account that is right for you.
2. Finally, provide your information and fund your account.
3. First choose the bank in which you want to start the account.
4. Next visit the bank branch or website.

Ans: 3, 4, 1, 2

- B. 1. Now shade the drawing.
2. Finally, consider for error correction and refinement.
3. Then, prepare the sketch for a preliminary drawing.
4. First, create a simple sketch.

Ans: 4, 3, 1, 2

- C. 1. Use a roller to paint the rest of the wall.
2. First clean walls to remove dust, dirt and grease spots.
3. Then start by painting corners and around the tim.
4. After that clean up and dispose unnecessary materials.

Ans: 2, 3, 1, 4

MISSPELLED WORDS

1. Words ending in consonants are doubled at the end to form present and past participles, comparatives and superlatives form.

Plan – Planning

Thin- Thinner

2. In words of more than one syllable, the final consonant is doubled if it is a stressed syllable.

Omit- Omitting

Remit- Remitted

3. Certain words that end in *er, ar, or* are usually always misspelt.

Compressor

Linear

Transmitter

Calendar

4. Words ending with *ent* and *ant* are frequently misspelt.

Permanent

Relevant

Intermittent

Stimulant

5. Words that end with single "l" are mostly written as double "ll"

Careful

Cheerful

6. There is always a confusion in the usage of *ie* and *ei*.

Receipt

Conceit

Belief

Greif

7. There is always a confusion in the usage of words ending with *ence* and *ance*.

Permanence

Eminence

Maintenance

Perseverance

Misspelled Words List

1. Rewrite the sentences with correcting the misspelled words.

a. The doctor suggested that the patient should take a vaccation.

The doctor suggested that the patient should take a **vacation**.

b. She went to the stage to recieve her diploma.

She went to the stage to **receive** her diploma.

c. He planned to study medeval literature in graduate school.

He planned to study **medieval** literature in graduate school.

d. He didn't know the proper pronounciation of hypocrite.

He didn't know the proper **pronunciation** of hypocrite.

Wrong spelling

Correct spelling

Tomorrow	tomorrow
Tuely	truly
Separate	separate
Necessary	necessary
alright	all right
maintenance	Maintenance
receive	receive
believe	believe
opurtunity	opportunity
occasion	occasion
privilege	Privilege
business	business
fullfill	fulfil
guidance	guidance
que	Queue
writting	Writing
twelth	twelfth

e. She knew it was a priviledge to meet the president in the White House.
 She knew it was a **privilege** to meet the president in the White House

SYNONYMS

Find the suitable synonyms of the following sentences replace the underlined word with another word that means the same. Choose your answers from the options given below.

(rattling, churlish, changeable, circumvent, camouflage, typical, circumference, caliber, clemency, candor)

1. Windy days are typical of December.
 Windy days are **characteristic** of December.
2. Her moods are as changeable as the weather.
 Her moods are as **flighty** as the weather.
3. He tends to be ill-tempered before he has had breakfast.

- He tends to be **churlish** before he has had breakfast.
4. We sailed around the entire boundary of the island.
We sailed around the entire **circumference** of the island.
5. The swindler tried to evade the law.
The swindler tried to **circumvent** the law.
6. We heard the pots and pans clanking in the kitchen.
We heard the pots and pans **rattling** in the kitchen.
7. The defendant was grateful for the judge's kindness.
The defendant was grateful for the judge's **leniency**.
8. His character was of the highest merit.
His character was of the highest **caliber**.
9. A chameleon disguises itself by changing color.
A chameleon **camouflages** itself by changing color.
10. A good critic must be a man of great honesty.
A good critic must be a man of great **candor**.

VOICE

'Voice' is the form of a verb in a sentence which shows whether a noun indicated by the subject does the action or something is done to the subject. When the subject of a sentence does the action the verb is said to be in active form. Hence it is called Active voice. If something is acted upon the subject the verb is said to be passive. Therefore it is called passive voice.

Structure of a passive construction

Noun/pronoun (the object in the active brought to the subject place)+ a form of 'be' or 'have'+(been) + past participle.

Look at the following table:

Tense	Active Voice	Passive Voice
Present Simple	give/s is / are given	
Present Continuous	am/is/are giving	am/is / are being given
Present Perfect	has/ have given	has/ have been given
Past Simple	gave was / were given	
Past Continuous	was/were giving	was / were being given
Past perfect	had given	had been given
Future Simple	will give	will be given

Future Perfect

will have given

will have been given

Modal

Can, could, may, might, shall, should, will, would, dare, ought (to) need give.

Modal + be + given (ought to + be + given)

Examples:

Priya ate apples.

The sentence given above is in active voice, because the subject of the sentence (Priya) is doing the action (ate – eating).

Apples are eaten by Priya.

The sentence given above is in passive voice as the subject of the sentence (Apples) is being acted upon (eaten by Priya).

The normal word order of the active sentence can be changed so that the sentence will no longer be active.

To change the sentence from active to passive the ways given below can be used:

Priya (Noun) ate (Verb) apples (Direct object).

1. Move the active sentence's direct object into the sentence's subject slot.

Priya ate apples. - Apples....

2. Place the active sentence's subject into a phrase beginning with the preposition by

Priya ate apples. - Apples..... by Priya

3. Add a form of the auxiliary verb 'be' to the main verb and change the main verb's form

Priya ate apples. - Apples are eaten by Priya

Passive voice is more frequently used in technical or scientific writings to produce an objective and impersonal effect.

Rewrite the following into passive voice:

1. He sings a song.

Ans: A song is sung by him. (Active verb – sings; passive verb – is sung)

2. The boy killed the spider.

Ans: The spider was killed by the boy. (Active verb – killed; passive verb – was killed)

3. Help him.

Ans: Let him be helped. (Imperative sentences in the passive voice begin with let.)

4. Farmers sow maize in the rainy season.

Ans: Maize is sown in the rainy season. (Active verb – sow; passive verb – is/are sown)

5. Are you writing a letter?

Ans: Is a letter being written by you? (Active verb – is/are writing; passive verb – is/are being written)

VOCABULARY SKILLS

A person's vocabulary is set of words within a language that are familiar to that person. Acquiring vocabulary is one of the largest challenges in learning a second language. There are techniques that help to learn new words and build vocabulary. Relatively painless techniques can be employed to boost command of words. Here are 10 of them:

1. Read. Research shows that one of the best vocabulary builders is reading certainly a lot of reading will be done by everyone. Make it a habit to jot down unfamiliar words you come across while researching your paper and learn their definitions and usage. Consider keeping a file of new words with definitions and examples of how to use them in a sentence.

2. Read beyond textbooks. Look for new words when you read for pleasure. Read for pleasure. Read magazines, newspapers, and the Internet. Look for topical words, words in the news.

3. Learn word roots. Sixty percent of the English language comes from Latin. You can learn both Latin and Greek word roots, suffixes, and prefixes, thus giving you the tools to guess out the meanings of words.

4. Sort new words. You can combine techniques 1 through 3 by writing new words you encounter on notes and then applying your knowledge of word roots to sort words based on their common roots, prefixes, and suffixes.

Alternatively, group synonyms together, or make sentences with them. Create a word wall and learn from the relationships among words.

5. Make a new-word list. Vocabulary experts recommend a word list with more than just definitions. He suggests columns for the new word you want to learn, it's part of speech

(noun, verb, etc.), its pronunciation, synonyms for the word, its antonyms, its derivation (learning those Greek and Latin roots will help), common meanings of the words, related words, and sentences that illustrate how the word is used. Such a detailed list could be kept in a notebook or even on a spreadsheet on your computer. Investigating all those aspects of new words is a lot of work, but research shows that multiple exposures to words truly help you learn them.

6. Learn a new word each day. Many tools are available to help you learn a new word every day, including print calendars and Web sites.

7. Determine word meanings from their context. Even before you look a word up, try to figure out what it means by the context in which you find it. You will certainly encounter lots of words in context in your college readings.

Studies show that strategies in which you self-evaluate how you have figured out what words mean reinforce your learning of those words.

8. And then use them in new contexts. Use them in your written assignments. Look for concepts related to the new words you are using.

9. Use new words in conversation. Do not worry about appearing pompous or too smart by using new word you have learned. You will learn the words better, and you might even impress your conversation partners.

10. Cultivate a fascination, affection, and curiosity for words and their histories. If you think of vocabulary improvement as a distasteful chore, you will obviously not get far with it. But if you immerse yourself in words, their meanings, uses, and derivations, you'll develop a life-long facility with words that will serve you well throughout your college years and far beyond.

Exercise

1. Match the words in column A with their in column B:

A	B
1. appropriate	a. allowing light to pass.
2. translucent	b. a place where water is collected and stored
3. feedback	c. repercussion
4. catchment	d. suitable
	e. Response

Ans:1. d., 2.a., 3.e., 4.b

2. In each sentence given below technical vocabulary is underlined. From the given options choose the word / phrase closest in meaning to the underlined part.

1. Grouping stars by their constellations is a handy way of mapping the sky.

a) funny b) nice c) **convenient** d) simple

2. Centuries ago, a nomadic tribe besieged the temple to loot its treasure.

a) wild b) barbarous c) brave d) **roving**

3. It was a momentous moment in the history of the nation.

a) insignificant b) **important** c) sudden d) transient

4. This is not an exhaustive list of collocations.

a) **complete** b) tiring c) useful d) adequate

3. In each sentence given below technical vocabulary is underlined. From the given options choose the word / phrase closest in meaning to the underlined part.

1. The committee decided to expel the new member.

a) detain b) **remove** c) preserve d) reserve

2. The teacher berated his students.

a) praised b) advised c) **reproached** d) supervised

3. When the leadership changed, his position in the organization became precarious.

a) secure b) exalted c) **uncertain** d) important

4. There was no doubt that the judgment was fair.

a) **upright** b) insincere c) biased d) inconsiderate

PARAGRAPHING

When a message is conveyed through writing, it has to be delivered in such a way that any reader can understand the message without any ambiguity. The ideas should be presented coherently which may require a careful planning and effort. Presenting everything without any break in between one and the other idea in a series of ideas may create problem in the understanding. The reader may also lose interest to proceed further. Thus, it is not always necessary to present them without any indentations or space between a series of ideas. The method that provides the reader a space to think between ideas and correlate them in a series in the correct order is called paragraphing. Usually an essay or prose is divided into paragraphs. A paragraph may be a single or group of sentences collectively dealing with a central idea said in the topic sentence. It

will be developed and supported by the supplementary ideas related to it in the correct order. Suitable connectives can be supplied to bring out the coherence in a paragraph or between paragraphs.

Example:

1. Give a short write-up on how scientific inventions have changed our lives.

We live in the age of science. People live, move and think in terms of science.

Water, air, time and space have been conquered. Man has harnessed the forces of Nature, to his own use.

Science has helped man to lead a better life than ever before. In all walks of life man has made wonderful progress. It has given us very swift means of communication transport. The steam engine, the motor car and now the airplane have conquered time and space. Man can now travel from one place to another in a short time. A journey of weeks and months is now performed in a few hours.

Then there are the telegraph, the telephone and the wireless. The wireless has made it possible to send messages to any part of the world in the twinkling of an eye. The steamers and the aeroplanes are all fitted with a wireless apparatus so that they can get timely help in danger. The radio has made the dull evenings at home bright. One can hear news, dialogues and speeches from the distant parts of the world while sitting at home. Television, the latest development of Wireless telegraphy, enables people to see the picture as well as hear voices.

Electricity, perhaps the greatest gift of science, has conferred on man many blessings. It is maid-of all work. It works the fans, cooks food, sweeps floors, irons clothes, air-conditions or warms the houses and offices, washes dishes, lights houses, streets and towns, runs trains and buses, works the mills and factories and diagnoses and cures diseases. Medical science has advanced a good deal. It helps the doctors to locate the disease. Terrible diseases like plague, small-pox, cholera, typhoid and malaria have been brought under control. Plastic surgery can change one's face and complexion. Underground drainage and sanitary schemes have minimized the chances of infection or spread of disease. Science has thus helped man in his fight against disease. The various inventions and discoveries of science have greatly added to the comforts of life.

Science has entered our life so powerfully that we have started thinking in a scientific way. It has all together changed our outlook on life. We now want to know the how and why of things. The age of superstitious beliefs is over. Scientific inventions

have not all been for our good. Science has given man deadly weapons. The long-range guns, poisonous gases, atom-bombs and many other destructive weapons of warfare have made the life of man most insecure. Another war, and the whole world will be destroyed in a minute by nuclear weapons.

(Source: <http://www.publishyourarticles.net/knowledge-hub/essay/essay-on-how-scientificinventions-have-changed-our-lives/5023/>)

2. Give a short write-up on the impacts of online games among children.

Peer pressure

Among schoolchildren, the biggest problem is peer pressure. “If one child gets a mobile phone as a gift on her/his birthday, the entire class comes under pressure to get one.

The pressure on their parents is immense. Some parents try to postpone buying a phone or gaming device, connecting the purchase to their child’s performance at school,”

Madhavan Ramakrishnan, Director Strategy, Sweans Technologies Ltd., points out.

There are several ways to curb and restrict gaming and tech addiction among children.

The easiest method is to promote gaming that can actually help with the brain’s development and restrict games that are violent or too competitive in nature. The paradox is that the shooting and racing games are the most popular genre among children.

“Parents can consider app locks or Internet locks on their children’s devices. There are dedicated apps like ‘Family Time’, which will allow parents to keep track of their children’s gaming and browsing habits, especially if they are addicted to their phones and tablets and laptops. In the case of gaming consoles, it’s slightly tricky. It is important for the parents to be involved while the child sets up their gaming accounts on Play Station or XBox so that they can monitor their activities at a later stage,” Mr. Ramakrishnan says.

K.M. Manzoor, chief medical officer and psychiatrist, District Ayurveda Hospital, Kozhikode, feels that online games with a content of aggression need not necessarily make the children aggressive, but concedes that there could be specific groups that must be under greater care.

“Vulnerable children who do not have a pleasant family atmosphere, children of separated parents and those living in contexts of family conflicts should always be monitored,” he says.

A disease

Internet addiction, he says, is nowadays not considered as a bad habit, but a disease. “For every disease, prevention is better than cure. Children should be encouraged to make more use of libraries. Reading habits should be encouraged and every house must have a small library. Newspaper reading among children is much less compared with earlier days. This is one of the area, every parent can use for these types of behaviour formation,” Dr. Manzoor says.

Elders’ anxieties notwithstanding, gaming is fun and relaxation for a majority of young people. “E-sports has always just encouraged me to appreciate high quality visuals, fantasy and boost my valiance as a person. I believe it has taught me to a great extent not to give up on myself. In games, one can always replay and learn to be better, which is unlike real life,” Akshay Raj, student of the English and Foreign Languages University, Hyderabad, says.

An avid gamer, Mr. Raj, who started with video game consoles connected to television and then moved on to personal computers, online games and recently to Android and iPhone apps, says that there have been instances of certain games being banned in certain countries owing to their aggressive or hostile nature.

“I’ve played these games only to enjoy it to the core. It’s important to know and keep in mind that these are games,” he says.

He says that most of the gamers play seriously as if it’s their job or because of high dedication to the games.

Multiplayer games

Recent advances in Massively Multiplayer Online Role-Playing Games (MMORPGs), where a large number of players interact with one another within a virtual world,

require this dedication from players “because you game with other players online who count on you to do your part for the next one hour or so.”

Generally, gaming can be really addictive, but children tend to start observing a career in the field, which has not really been appreciated by society at large.

“E-sports might have a huge potential at the international level, but it is better not to invest time and money in online e-sports sacrificing all other possibilities. It’s not worth playing ambitiously. It should rather been seen as a pastime that can make you a better solver of problems and also drive your adrenalin a notch up,” Mr. Raj points out. *Source: An extract from*

LETTER WRITING

Letter of Application:

An application for a post is an attempt to sell one's services. It helps the candidate to secure the employment of his choice and so it is very important. Since it is for one's career it should be well-planned and written thoughtfully. The application for a job must be written with tact and utmost care to enable the employer to get interest in you.

A good application for a job does not ensure employment, but it certainly paves a way for an interview. While writing the application one should not conceal the essential facts. The qualifications, experience and other required details must be presented to motivate the employer to call for an interview leading to an appointment. The application must be neat. Mistakes in spelling, grammar, punctuation, sentence construction must be avoided.

Read the following advertisement published in 'The Hindu' dated 05/10/2014 and write a letter of application.

Hundai a fifty Crore plus company, the leader in the automobile industry requires the following personnel.

Deputy Manager, Design and Development

Requirements: B.E/B.Tech graduates with 10 to 20 years of industrial experience.

Apply to Human Resource Department 'Hundai' Auto Limited 14, West Bank Street, M.M Nagar, Chengalpattu District.

To

Human Resource Department

'Hundai' Auto Limited

14, West Bank Street

M.M Nagar,

Chengalpattu District.

Sir,

Sub: Application for the post of Deputy Manager- Design & Development- submitted-reg

Ref: Your advertisement in 'The Hindu' dated on 10/10/2016.

In response to your advertisement regarding the Deputy Manager, Design and Development position in your company, I am enclosing a 'resume' review. Please consider this letter as my formal application presenting my background, education and experience.

I have experience in the field of Automobile engineering. I have six years of experience in Production and Quality Control Engineering in Lucas TVS, Avadi, Chennai. In addition to this, I have 7 years of experience in four stroke engine manufacturing unit in Ashok Leyland, Chennai. I work well with people and enjoy getting the work at hand completed.

I think that my experience would be found suitable for the above post and my application may kindly be considered.

Yours faithfully,

()

Permission to Undergo Practical Training

From:

S. Rama Rao,

B.E(EEE)- Third year ' B' section;

Vel Engineering College.

Chennai-600000.

To:

The Chief Executive Engineer,

Thermal Power Unit,
Neyveli Lignite Corporation,
Neyveli-3.

Sir,

Sub: / Requesting for permission to undergo practical training

I am a final year B.E Electrical Engineering student with keen interest in Thermal Power. I have chosen – Improved Power Generation-for my project work; Hence I like to undergo practical training at the power station under your control. The training will equip me with the existing system and latest technology. It will also help me gain practical experience as supplement to my theoretical knowledge. I therefore request you to permit me to undergo training for thirty days from 1/10/2016 to 15/10/2016; during the period of my training, I'll abide by the rules and regulations of your unit. Please issue a certificate after training.

Thank you

Yours faithfully

()

REPORT WRITINGS

What is report?

A report is a form of technical/business/professional communication. It is derived from Latin 'repertare' which means 'to carry back'. Thus, a report is description of an event carried back to someone who is not present at the scene. The person who prepares the report studies they required facts and ideas useful for certain action and gives recommendations and transmits this information to another person who wants to use it.

A report can be the description of an event by a person who had witnessed it or it can be the description of the conditions that did/do exist. At times, the recommendations given form the platform for future action. On the whole, a report presents unbiased information of facts.

Purpose of Reports

Reports can be broadly classified under three heads viz., Progress Reports, Survey Reports and Feasibility reports based on the time of action i.e., present past and future. Report an action progress-e.g. Progress Report; an action that was over –e.g. Report on an accident-investigation on Survey report; an action dealing with the future –e.g. Feasibility Report. Report should clearly reflect the purpose for which it is made. So pre-thinking-data collection –documentation-Personal observation-Recommendations are the steps to be adopted.

The reports can be in any of the following formats.

- manuscript
- memo
- letter
- preprinted forms

Structure of Reports:

The structure of a report depends on the context and the audience. The usual format includes the following elements:

1. Cover letter
2. List of contents
3. Executive summary/Abstract
4. Introduction/Title page
5. Body of the report
6. Conclusion

7. Recommendations

8. Appendices

9. Bibliography

Writing the Report

It needs diligent planning and meticulous execution of the plan to prepare an effective report. Some crucial steps involved in writing the report are:

- Defining or the purpose of the report.
- Collecting the data using various sources like library, internet, etc. or by conducting surveys experiments or personal interviews, etc.
- Analyzing and organizing the material based on their relevance and importance.
- Making an outline that can be received and re-modified, if required, till the final draft is written.

Language and Style

The ABC of any business communications is applicable for the language of report also: Accuracy, Brevity and Conciseness. The report should be written a plain, simple and objective style without any clichés, jargon or foreign expressions (unless it is necessary). As the report is based purely on factual data, there is no place for personal comments or feelings. There should be unity and coherence in the organization of ideas. It should be free from grammatical and semantic errors.

Visual Aids

Appropriate use of illustrations or visual aids will enhance the effective of the reports. scientific and numerical data can be presented better using illustrations like ‘tables’, ‘graphs’, ‘chart’, ‘maps’, ‘photographs’, and ‘drawings’. It should be ensured that these visual aids are simple and clear for comprehension.

Editing and Proof Reading

The final step in the process of report is editing and proof reading. Editing is a very important aspect of writing. While editing, one should take care about the word order. Arranging groups of words and sentences or paragraphs improves readability. With the advent of word processing in computers, a lot of problems have been reduced. Spell check and grammar check help one in proof reading. It also helps to undo or redo the typing, alter positions, insert symbol, hyperlink etc. Proof Reading must be done several times before taking the final draft. A correction on the printed matter is done on the margin.

Example 1: Report on an Industrial Visit

**DHANALAKSHIMI SRINIVASAN ENGINEERING COLLEGE
PERAMBALUR -621212**

10/10/2016

Joe Prakash

The Class Representative

III Year, EEE

Dear Madam,

Sub: Report on the one –day industrial visit

On receiving the letter of permission from MRF Tyres Limited, Chennai, 43 students with two faculty members (Mr. Abu and Ms. Brindasujoe) went on an industrial visit to the factory on 10/09/2014.

We all assembled at the college at 8 am and left the in a van. We reached the factory at 10 O'clock. An engineer –in-charge of production received us at the entrance and gave a brief introduction to the factory. We were given masks to be worn. Then he took us around from one section to the next and explained the process involved in the making of tyres. The workers were doing the work concentrated. Everyone was wearing masks. He showed how oxygen would be supplied in case of toxic leak, etc. A few robots are also employed to do certain repetitive minor operations. The visit came to an end at 2.30 pm. We left the premises at 3 pm.

It was an informative, interesting and a successful visit. As students of Polymer Technology, we learned a few applications of polymer.

We express our thanks to the HOD who permitted us to go on the visit, the faculty members who accompanied us and the officials who explained the various departments.

Thanking you,

Yours faithfully,

()

The class representative

REPORT WRITING

1. A PROGRESS REPORT

Date: 21, September 2016

From

xxx

yyy

zzz

To

xxx

yyy

zzz

Sub: Progress on faculty workshop plans-reg.

Work completed

Plans for the faculty workshop on October 12 are nearly complete. The committee met on September 19. We discussed what kind of subject we wanted and came up with several names of possible speakers.

Since then, we have contacted Dr. Ramasamy, president of Makeeja Technologies in Delhi he has agreed to come. We have sent him a letter confirming the speaking engagement. He will be arriving by flight on October 12.

We contacted Mr. Sekar at Mannar &Co. He has confirmed that either he or Dr. Mannar from his R&D department will come to speak. A letter has been sent to him as well confirming the speaking engagement.

Work Scheduled

There are a few things that remain to be done.

- I need to call Dr. Mannar, make sure he got his letter, and work out any remaining details about his arrival.
- We need to find out when Dr. Ramasamy will be arriving and have someone meet him at the airport.
- We would like to send announcements to various business leaders, the news media, the chamber of Commerce, and other business schools in town by the middle of next week.

I have a few questions for you.

1. Will the PRO be responsible? For sending out announcements, or do you want us to do that?
2. Will someone from the office meet Dr. Ramasamy or should one of us? I have suggested him to go directly to the administrative office if he arrives at noon.
3. Will the reception team at the office make arrangements of refreshments and mementoes?

I think this will be an interesting workshop and am confident that everything is working out nicely. I don't foresee any problems that would throw off our plans.

2. AN INVESTIGATION REPORT

To

Mr. S. Arulmurugan
Chairman,
Sam Electrical Ltd.,

Chennai – 18.

Objectives :

To investigate into the causes for the mismanagement of our branch office at Trichy.

Action Taken:

1. Appointed some local agents to collect the information and transmit it to me now and then.
2. Met some of the loyal employees personally and enquired.
3. Two rounds of talks were held with the branch Manager Mr. A. Sarathi.
4. Visited the branch Office to observe the actual happenings.

Observations:

The branch manager has joined hands with Mr. N. Mani, the accountant in swindling and grabbing the funds.

1. Payment has not been made to suppliers of raw materials since March 2007.
2. Workers do not get their remuneration in time and hence, many of them failed to turn to duty.

Recommendations:

1. The Branch Manager and the accountant may be suspended for three months to make them realize their faults.
2. Afterwards, they may be transferred to our other branches.
3. Immediate settlement should be made to our raw materials suppliers.
4. An experienced and efficient person from our main office may be posted as Branch Manager at Trichy.
5. A meeting with the workers is essential to assure them of their salary.

Submitted By
Mahi.A.J
Personal Manager
21.09.16

3. A RECOMMENDATION REPORT

From

Date: 26 June 2016.

Sathya

PRCP

To

Ms. Malls,

Managing Director.

Sub: Office Health and Safety Provisions

As requested by the Managing Director on 30 March 2007, I have investigated the problems, which has been raised concerning office Health and safety. A study was made of all job-related illnesses during the past years. For example, it was found that the company physiotherapist has reported a number of cases of symptoms of Repetitive Strain Injury (RSI). Meetings were held with union representatives and office managers to discuss what could be done.

Proposals:

1. The safety regulations should be clearly displayed in the company's canteen and main offices.
2. Newly appointed staff should be made aware of the company's safety regulations and policy.

In particular, they should be advised to take frequent breaks from the screen.

3. It is necessary to teach office staff how to position themselves, their chair, desks and equipments.
4. It should be the responsibility of the Department committee on health and safety to instruct new staff on procedures for handling office equipment and for securing electronic and mechanical machinery.
5. It was further noted that ventilation and air – filtering system in offices require regular maintenance.
6. The union suggested that sub – standard furniture and equipment should be replaced.

In Particular:

- (a) Old-fashioned screens should be replaced they are known to cause eyesight problems.
- (b) Office lighting should be carefully checked. Staffs have complained of headaches after work; lighting is a large part of the problem. An important point to emphasize is that bright lights should not reflect on the screen.
- (c) Chairs with full back supports are essential. Many staff has complained of backache.

4. Imagine you are the Safety Engineer of AC industries Madurai. Write a detailed report on a fire accident occurred in your factory a few days ago to the General Manager, ABC industries (Head office) Chennai – 42.

From

14.02.2016

G. Sathiaraj,

A/ 14

Safety Engineer

Date:

Ref: KST /

To

General Manager,

ABC industries (Head Office),

Chennai – 42.

Description of the accident

The oil drums in the warehouse were not all fit with protective rubber. On 26 November, workers were moving oil drums and two drums hit each other causing a spark which resulted in an explosion. This explosion injured a worker slightly, and started a fire which destroyed six of the oil drums. The fire was worse than it need have been because the fire extinguisher

in the container store failed to work and there was no other fire extinguisher in the immediate vicinity.

Immediate action:

Workers went to an adjacent workshop to find a fire extinguisher enabling them to put out the fire within 10 minutes. The injured worker was taken to hospital. He was discharged within an hour after treatment for minor injuries.

Follow – up action:

It is recommended that:

1. Workers handle the oil drums more carefully in future.
2. The drums are stored further apart.
3. All drums are fitted with protective rubber to prevent sparking.
4. Fire extinguishers are checked more regularly than the recommended minimum.
5. Back - up fire extinguishers are arranged.

5. A report for finding out the potential of expanding business / recommendation report.

From

Mahija,
Marketing Manager

Date: 14-02-2016

Ref: 25GB /Z/ 421

To

The General Manager,
General Motors,
Guragon – 720.

Background:

As we decided in the general body meeting on 14th October 2009, my team conducted a study with the view to find out the potential of expanding our business in two wheeler section.

Method:

Our team conducted surveys in five important cities Viz Delhi, Bombay, Calcutta, Chennai and Bangalore. We collected data from mixed age group of both Sexes. Since we were concentrating only on short trips, we included only ‘car, bus, bike and bicycle’ in the study list. Data from all the five cities were put together and divided into two heads namely ‘Male

Participants' and Female Participants' with three subdivisions Viz. age group 18-30, age group 31-45 and age group 46-60 for analysis.

Results:

The results have shown that the age group 46-60 prefers can for their transportation whereas the other age groups prefer bikes. The female participants have equal preference for car and bike. The male population loves bike for its trips. The following graphs show this in detail.

6. A memo report on an accident that took place in a leading car manufacturing unit.

20 February, 2016.

From

Ref: TN / 72/ C

The Supervisor,

Paint shop.

XYZ, MANUFACTURERS Ltd.,

GST Main Road,

Chennai-20

To

The Managing Director

XYZ, MANUFACTURERS Ltd.,

GST Main Road,

Chennai-20

Sub: Fire accident in the paint shop-Reg.

With reference to your memo No: TN/72/c dated 16th February, 2016; a detailed study on the fire accident has been made. A report on the accident with suggestive measures to avoid such mishaps in future is given.

Last week on 15th February, a fire broke out in the paint shop due to a spark produced in the circuit. At the time, two cars were being spray painted. Immediately fire extinguishing spray started automatically and fire service rushed from outside also two workers inside the shop experienced 20% burns. They were first aid and taken to the hospital.

Under investigation, it was found that some spark had occurred due to damage in the power line. Constant exposure to paint had caused the damage.

To avoid such mishaps in the future, it is recommended that:

- (i) Wiring should be checked and replaced at regular intervals, particularly, in the paint shop.
- (ii) Proper fuses should be installed.
- (iii) Workers should be provided fire resistant dress.
- (iv) More number of automatic fire extinguishing devices should be installed.

Ashok Agarwal

The Supervisor

ESSAY WRITING

Analytical essay is a kind of an essay, which focuses on the detailed interpretation, or examination of a certain subject, such as a book report, an event, or any work of art or

literature. The aim of the writer is to present a careful investigation into the details of the subject and to provide readers a comprehensible view of it.

Its objective statement is to give an analysis of the important elements, such as the characters of a book, the plot, as well as the author's way of writing. It offers a comprehensive understanding of the core of subject to gain more knowledge from it.

1. Develop a strong topic sentence. Each topic sentence in each body paragraph of your analytical essay outline should tell the reader exactly what that section is going to be about.

2. Make your claim. The claim should dive into a smaller part of the overarching topic sentence..

3. Provide evidence from various sources to back up your claim. You can't just go around making claims without any support. You can use quotes or paraphrase parts of the text or statistical data to add evidence.

4. Tie that evidence to the topic sentence. You have to make it clear why you included the evidence. If you do not, your analytical essay runs the risk of being a summary.

5. Conclude it with a well-rounded idea. After you've built up all of your body paragraphs, given the appropriate evidence to back your claims, and tied that evidence to your topic sentences, you're ready to wrap it all up.

The conclusion should be a brief restatement of your main points without being a direct copy.

Nowadays Obesity is a terrible illness in children that provokes many problems in their lives. This problem is very common and some people think that is not important for us, but we need to take care of that. Children who are overweight in the future they will have more problems than

the ones they can imagine. Obesity can provoke many problems in children if the parents do not take care of the feeding of them, but this problem has some solutions.

Obesity is a big problem that is noticeable in little children. They cannot see all the problems that this illness can give them. First, they can have physical problems because they are discriminated for being obese. Another issue is in the children's health because they can have childish diabetes and high pressure. Sometimes children do not pay attention to that, but they are exposed to have some of these problems because of obesity.

Good news is that this problem has many solutions, but children need the help of their parents to be better. One solution is that they have to go with a psychologist to receive help in their traumas due to this problem because in the school the children's partners can call them "Fat" for example.

Another possibility is that children can do exercise like walk in the evenings, play basketball,

football or another sport.

A final very important alternative is that children need to go with a nutriologist who gives them a special diet. Because obesity comes from bad feeding and a good feeding is a clue for reducing the rate of obese children because most of the times they do not eat fruit or vegetables, and the food that they eat is not nutritious. Parents need to help in their children' feeding because they do not think about the problems that obesity can provoke them. Obesity is a horrible in children because through the years, they can have several problems. Parents need to know more about these problems because they affect in some ways to children who have obesity; but it has some alternatives to be solved like going to a psychologist, doing exercise, and going to a nutriologist. If obese children have a good feeding and do exercise, their life can change in a good way.

Essay Writing

Analytical Essay

Failure of rainfall is one of the crises faced by the people in our country. Write an essay of about 300 words on the causes and effects of poor rainfall in our country and few ideas to overcome this problem.

A country's economy is dependent on Industrial sector and agriculture. India is mainly an agricultural country with over 70% of its people directly related to farming. To sustain agriculture the land requires adequate rainfall each season. Hence, annual rainfall is of prime importance. South –West monsoon typically arrives in the Indian sub-continent sometime in end May/early June and continues until September. The country receives major share of rain in this period. The North East monsoon arrives in December in the Southern hemisphere of India mainly as cyclonic storms. The country's economy gets a boost and it is able to maintain its GDP in the wake of a good monsoon. However, if monsoon gets delayed by even a fortnight it can spell disaster and it becomes difficult for India to maintain growth in GDP. The year is at its fag end and the rainfall so far has been normal so far. The Meteorological Department has declared a poor show by the monsoon which has given rise to concerns. Poor monsoon is a result of El Niño, a climatic occurrence in the Pacific Ocean that happens every few years and affects the monsoon in this part of the planet. The figures given out by the meteorological department show over 12% deficits in rainfall this season. It is a cause for concern as a huge deficit is recorded in major agricultural states of India, namely Haryana and Punjab.

Argumentative Essay

Write an essay of 300 words comparing the print media over the electronic media. Which do you find to be more effective? Support your arguments with necessary examples.

Print Media vs Electronic Media

The word media conjure up images of newspapers, magazines, radio, television, and internet along with reporters and correspondents with their recording devices and cameras running after celebrities. There was a time when the world of media was dominated by newspapers, and the owners of newspapers were moguls in their own right.

The invention of radio and television opened up a world of possibilities and the media got divided into print and electronic versions. The recent emergence of the internet has added strength to electronic media in no uncertain terms. For those aspiring to make a career in the world of media, it is important to understand the differences between print media and electronic media. Let us take a closer look.

Print Media

For nearly a century, media was synonymous with print media as newspapers and magazines were the only sources of communication and for dissemination of information. Books, periodicals, newspapers etc were a great medium in the form of paper and text, printed using ink. People had very few means of entertainment and relied a great deal upon information provided by print media, to make opinions. People started their mornings with newspapers to get their daily dose of information from the world of politics, entertainment, sports, and about their city and the world at large.

The information being in printed form, it is possible to carry newspapers to all places and read them anytime one desires. However, uneducated and illiterate people cannot make use of print media as they cannot read. In print media, reporters and writers have no face and they are behind the scenes, loving a life of anonymity. Print media is not available at all times and gets published at regular intervals so that one has to wait for the fresh edition to arrive in the market.

Electronic Media

Electronic media includes all mediums of sharing information that are not in print form. Therefore, radio, television, and the internet make up this form of media. People can listen on radio and see live pictures of events and calamities along with the comments, opinions, and remarks of correspondents and experts who are now in front of the camera and not behind the scenes. All this has made electronic media a much more powerful version of

media as it has visual appeal and more convincing power. Live pictures can be very moving, turning the opinions of people much more easily than printed text. Electronic media, especially television, has been instrumental in taking not just information but also transforming the world of entertainment.

With electronic media, we have 24 hours news channels beaming programs that are live. This means that one can get access to the latest breaking news anytime of the day and he need not wait till morning to know what happened last evening. Live telecast of events has made the world a small place to live in as people can enjoy sporting events being held thousands of kilometres away while being able to watch political summits and other important events. Who can forget the live images of Pentagon and World Trade Centre being attacked by terrorists on 9/11? Similarly, natural calamities are beamed right when they take place to all parts of the world making people aware of what is happening in remote corners of the world.

What is the difference between Print Media and Electronic Media?

Print media is the earlier of the two types of media, and it ruled the scene for nearly a century.

Print media is available at regular intervals, and it is not possible to get to the fresh edition when one desires while electronic media is available 24X7 and one can get access to breaking news in all parts of the world through live pictures. One can get to electronic forms of newspapers anytime of the day on their computers through internet. Print media thus has a presence online, and the thin dividing line between print and electronic media has become blurred.