

INTENSIVE READING

The Importance of Written Communication.

Pay close attention to the phrases and words in bold.

Written communication **has always played** an essential role in human society. People **have used** writing to share stories, ideas, and important information for thousands of years. **Since** the invention of the alphabet, written records **have been used** to pass down knowledge from generation to generation.

Long ago, letters **were** the main form of written communication. People **wrote** to family members, friends, and business partners. Some letters **took** weeks or even months to arrive. In the 1800s, for example, letters **were** delivered by horses, trains, or ships. Things **have changed** a lot **since** then.

In the last few decades, technology **has transformed** how we communicate. We **have written** emails, text messages, and blog posts to connect with others quickly. Many people **have used** social media platforms for over 15 years to express themselves in writing. While some still enjoy writing by hand, most people today write using computers or smartphones.

Schools **have taught** writing for centuries. Students **have written** essays, book reports, and stories in class. Recently, writing skills **have become** even more important in the workplace. Employers often look for people who can write clearly and professionally. Some companies **have offered** writing workshops for their staff **since** 2010 to improve workplace communication.

However, written communication is not without challenges. Many people **have forgotten** grammar rules because they write quickly in informal ways. Some **have used** abbreviations and emojis so often that they struggle to write formal emails or letters. These habits can be hard to change.

Still, writing remains one of the most powerful ways to communicate. It allows people to organize their thoughts, share knowledge, and leave a lasting impact. Whether someone wrote a letter 200 years ago or posted something online a few minutes **ago**, written communication continues to shape our lives.

A. Read the following statements and write T for true and F for false according to the previous text.

0. People have only written for the past 100 years. **F**
1. Letters used to take a long time to be delivered.
2. Writing is no longer important in modern times.
3. Social media has existed for over 15 years.
4. Most people today write by hand.
5. Students have always written essays in school.
6. Employers do not care about writing skills.
7. Some companies have given writing workshops since 2010.
8. People always follow grammar rules when writing messages.
9. Writing can leave a lasting impact.

B. Past Tense & Past Participle Exercise (Complete the Table)

Simple Past Form	Past Participle
was/were	been
wrote	
forgot	
	taught
	used
worked	worked
had	
took	
	become
offered	
	played
looked	

C. Reading Comprehension Questions

1. What have people used writing for throughout history?
2. How were letters delivered in the 1800s?
3. How long have people used social media to write messages?
4. What kind of writing do students do at school?
5. Since when have some companies offered writing workshops?
6. Why are writing skills important in the workplace?
7. What has caused some people to forget grammar rules?
8. What kind of tools do most people use to write today?
9. Why is writing considered powerful?
10. How does writing help people express themselves?