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ENG201 Assignment 1 Solution

Fall 2026

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ENG201 Assignment 1

Assignment No. 1 — Fall 2026 | Total Marks: 20

Digital technologies make communication more smooth, efficient, and time-saving. However, excessive reliance on digital communication tools may reduce face-to-face interaction, weaken interpersonal relationships, and make it difficult to recognize or respond to employees' emotions. In your opinion, does digital communication strengthen or weaken workplace communication? Give FIVE arguments to support your answer.

Digital tools are now part of daily office work. My view is that they make workplace talk stronger. They move messages fast. They join teams across cities. They keep a clear record. They cut cost and save time. The five points below show why this view is right.

1. Quick Messages

A message reaches the other person in seconds. No one waits for a letter. No one waits for a meeting to ask a small question. A fast answer keeps the work moving. A decision that once took days now takes an hour. Speed is the first gain of digital talk.

2. Work Across Cities

Many teams now sit in different cities. Some members work from home. Video calls and chats join them in one talk. A person at home speaks with a person in the office at the same time. Distance does not block the work. A firm can pick the best worker from any town. This was hard before digital tools came.

3. A Clear Record

Every mail and message stays as a record. A worker can read the old note and see the order. If a mistake is made the record shows who said what. This ends doubt and blame. A new worker reads old messages and learns the work fast. The record keeps the whole team on the same page.

4. Files Move Fast

A file can go to the whole team in seconds. Many workers can open the same file at once. No paper is needed. No time is lost in posting a file. The manager can see the latest work at any time. The team always works on the newest file.

5. Less Cost and Less Time

Digital tools cut travel and long meetings. A short call takes the place of a long meeting. The firm spends less money on travel. The worker spends less time on the road. The saved time goes to real work. This is why digital tools pay for the firm.

Digital talk is fast and clear and cheap. It joins far teams and keeps a record. Face to face talk still has its place. But for daily work digital tools make talk stronger. Used with care they help the whole office work as one team.