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Task 1: Pros of Online Communication

Task 2: Virtual communication plays a tremendous role in our lives.

List 3:

1. Helps us connect with friends and family
2. Though this we can save time and improve productivity
3. Excellent tool for documentation

List 4:

1. It relies on software machine and internet which can malfunction at any time.
2. Hence it is evident that flexibility of time enhances productivity among people.

Task 5:

Paragraph 1:

1. instead
2. Since
3. Furthermore
4. Consequently

Paragraph 2:

1. For example
2. however
3. In fact
4. unfortunately
5. moreover