CHAPTER



ARTICLE WRITING



GOALS

To enable learners to:

- 1. Understand the importance of article writing.
- 2. Express their ideas with clarity.
- 3. Compose articles using appropriate style, structure and voice.

LEARNING OBJECTIVES

The learners will be able to:

- Differentiate between the various types of articles.
- Identify the target audience and the purpose of writing.
- Identify the main issue.
- Locate, organise and integrate relevant data from various sources.
- Systematically organise their ideas and write coherently.
- Write articles using correct format and style.
- Provide suitable titles.
- Use anecdotes, quotations and examples to make their writing more interesting.



INTRODUCTION

Article writing is the process of creating a non-fiction text about topics that can vary from serious to the ordinary. An article is a piece of writing mainly intended to be published in a newspaper, magazine or journal, and has a wide audience.

They can discuss ideas or concepts such as current issues or topics of general interest such as health, politics, entertainment, environmental concerns, etc. Since it is written for a wide audience, it is essential that the language used is interesting, yet simple, and includes stories, anecdotes, and facts to keep the readers engaged. The

language used in an article can be formal or informal depending on the target audience, but it must be less formal than a report.

What can an article do?

Unlike a report, an article can do much more than simply report an event or state facts.

- It can offer suggestions and advice.
- It can provide information on various topics/subjects.
- It can bring about a comparison.
- It can describe a location, person, object, technology, etc.
- It can simply amuse and bring a smile on a reader's face.
- It can enable readers to think, hence it can influence.
- It can offer opinions, arguments/counter arguments.

Format of an Article

An article is usually considered as a part of informal writings. There are no rules or techniques to abide by while writing articles, yet an organised structure is preferred. Hence, a basic outline of the format needs to be studied.

Heading/Title: Eye- catching; illustrating the central theme

By Line: Writer's name (to be mentioned under the title towards the right)

Introduction: Establish the context. (Draw the readers' attention using anecdotes, startling facts, statistics, rhetorical questions or quotations.)

Body: 2-3 paragraphs detailing the various aspects of the topic i.e. merits, demerits, causes, consequences, effects, advantages, disadvantages.

Conclusion: A formal and logical end to the written content; a summary of all that has been included in the article. One may conclude with a final opinion, recommendation or a comment expressing a hope, a warning, an appeal or a call for action.

Points to Remember

- The topics should be unique and of relevance.
- Know the target audience.
- Identify the aim of writing the article- to advise, inform, entertain, compare, describe, etc.
- The title should be **short** and **eye- catching**.
- Begin with a striking opening sentence which gets the readers interested in the topic.
- The writer must have enough to say; enumerate your ideas before writing.
- Be true to what your write, make assertions and go by them throughout the article.
- Keep the article brief; unnecessary repetitions and irrelevant information makes it boring.
- Break the article into paragraphs to delineate it into separate ideas.
- Pay attention to the choice of voice and tense.
- Conclude logically.

Like reports, articles too need to be well written to hold the readers' attention. The stages of article writing are discussed below.

Step 1: Identify the target audience

Before you begin writing, it is important to consider who the intended readers are. Are they a specific group such as students or businessmen, or adults in general?

Step 2: Identify the purpose of writing

Identify the aim of the article. Is your aim to advise, suggest, inform, compare and contrast, describe, etc.?

Step 1 and Step 2 are the deciding factors in determining the layout of your article, its style, language and level of formality.

Example:

If the topic for the article is 'Careers in Commerce', then the target audience will be students of Commerce. The article would be an informative one, detailing the various careers that a commerce student can choose from, colleges/universities, eligibility, and selection process. The tone must be formal, and the language should be easy and straightforward for comprehension. If the article is meant for doctors, then *technical jargon* related to the field of medicine can be used.

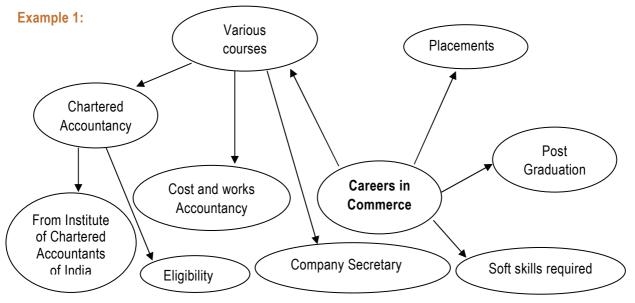
Step 3: Collect and select information

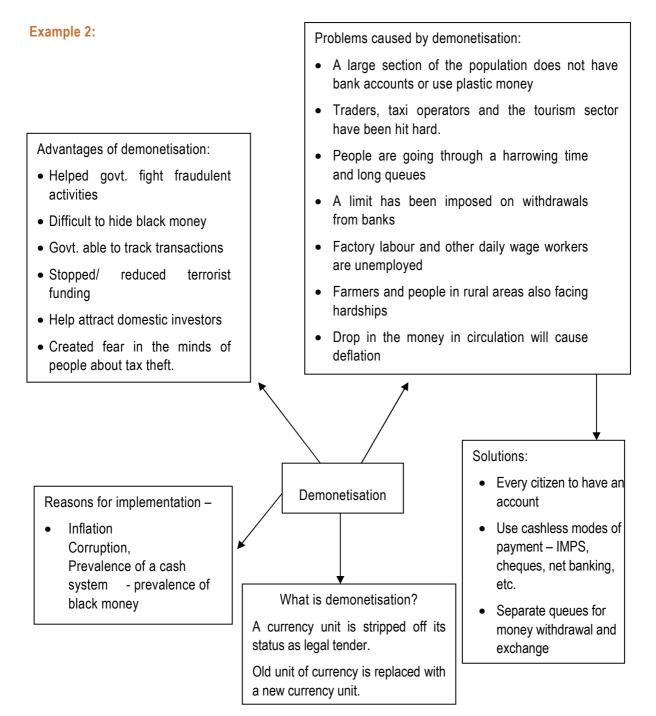
The third step is to collect information that is available on the selected topic. You may use various sources such as books, interviews, etc. Read them and select relevant information.

It is important to ensure that the information you have collected is authentic and reliable.

Step 4: Organise the information sequentially and logically

Once the information has been gathered and selected, you must organise it so that it follows a logical order. You can make use of mind maps and flow charts to organise the content.





Step 5: Write the article

Once you have determined the information you are going to use and organised your ideas, write the article. The article could be *formal, semi-formal or informal*, depending on your target audience.

First, give your article **a title** that catches the attention of the reader. Then begin writing the article with a **striking opening sentence** which addresses the readers and gets them interested in the topic. Remember to present **a strong argument** for your ideas supporting it with evidences or data/statistics. Your attempt must be **to develop**

Use *vocabulary and descriptive language* appropriate for the article. Linking words and expressions, and a variety of vocabulary will only improve your work and make it more interesting. Use passive voice, humor, rhetorical questions to make it riveting.

Do not talk about yourself. You are writing for the general public, not a close circle of friends. Your opinions are only interesting to other people if you can justify/explain them.

Sample Articles

Article 1

The colour green: corporate conscience or fashion statement?

by Brendon Craigie

Hotwire has conducted a major audit looking at the greening of corporate communications and its potential influence on consumer purchasing habits across Europe.

They researched five sectors (retail, banking & finance, manufacturing and automotive, utilities and technology & telecoms) in five countries (the UK, France, Germany, Spain and Italy) looking at how frequently companies use green issues in their external communications vehicles. In this instance press releases were selected as the representative communications tool. We coupled this with pan-European consumer research that identified how green issues affect the purchasing decisions of consumers in the same sectors and countries.

Contrary to popular opinion, companies across Europe do not greenwash their communications wholesale. The Hotwire study has found that across all the sectors green appeared as a theme relatively infrequently - in only 7.5%-17% of companies' external communications. French companies use green issues the most at 17% while German companies are least likely at 7.5%. These are interesting findings – with Germany very much an international leader in terms of energy efficiency we put it more down to regional 'style' than the reality of the companies' initiatives. However, while it is good to see that companies are not opting for a cheap greenwash across the board, it is also interesting to note that they are not in sync with consumer interest for green products and services. While companies communicate about green issues relatively infrequently the consumer interest in all things green is high. When asked to score their interest in 'green' between 1 and 10 (10 being the highest) European consumers scored averaging between 6.3 (Germany) and 8 (France). Consumers in Spain, the UK and Italy scored 7, 7.2 and 7.7 respectively. In other words, consumer interest is high but in terms of corporate communications, companies are not doing much to satisfy the interest.

The technology & telecoms sector is an interesting sector in terms of how it currently communicates around green, and what influences the buying decision when purchasing technology products and services. The UK is the only country that communicates in any volume (22% of technology companies' external communications) about 'green'. At 5 out of 10, the consumer research indicates that 'green' is not a very compelling driver for British consumers in the technology space, however there is some interest and UK-based companies are doing a few things to garner that interest. In the rest of Europe, PR professionals in the technology space have huge opportunities. While consumer interest is pretty high at between 5.5 and 6.1, the companies' corporate communications efforts have so far ignored the green agenda. In France only 7% of external communications by technology companies include the green theme, in Germany 1%, Spain 2.9% and in Italy 0%. There are some big openings for being the green champion in the technology & telecoms industries in France, Germany, Spain and Italy.

(Source: http://www.reusablearticles.com)

Article 2

The Health Problems of Tattoos

by Paul Silver

Tattoos have been around for thousands of years, but they have always had their health problems. The main potential problem with getting a tattoo is infection.

The tattooing process involves pushing pigment far down into the dermis of the skin with a needle. With modern stainless steel and sterilization machines, this is much easier to keep clean and problem-free than the original tattooing method of rubbing ash into wounds, but problems can still occur. If a tattooing needle is not completely and totally clean when it pierces your skin, it can deposit germs deep into the skin along with the pigment it is delivering.

A major problem with infection from unclean tattooing is it can infect the recipient with Hepatitis B. In turn, hepatitis can cause inflammation of the liver, which is painful to start with, and if left to develop can become chronic and cause long-term damage and even death.

Initial symptoms of a Hepatitis infection can last for up to two weeks, and include a raised temperature, headache, and lack of energy. After this, jaundice can develop, and then potentially anorexia, nausea, vomiting and diarrhea. If left untreated you will probably then experience upper abdominal pain, a tender, enlarged liver and enlarged lymph glands in your neck.

By this point, the pain and other symptoms should have taken you to the doctors. They will need to carry out blood tests to confirm which strain of Hepatitis you have contracted (there are five types, A-E.) If you have developed a bad infection, you may need hospital care to recover, mainly so doctors can spot if you have the early stages of acute liver failure.

Up to 95% of adults with a Hepatitis B infection will recover fully, but the rest may develop life-long chronic Hepatitis, especially if they already have immunodeficiency problems before they get the infection.

Infection can be prevented by good living conditions, and Hepatitis B can be prevented with a vaccination, which many tattooists will have as a preventative measure as they do not wish to catch Hepatitis B from their customers, some of who may carry it unknowingly.

When you receive a tattoo, be confident that the tattooist's equipment is properly sterilised, that they have been checked out by the local health department, and that you're confident that they are clean. No responsible tattooist will mind showing you how they ensure their equipment is clean and safe. When the tattoo is healing, make sure you keep the tender area clean, and that you do not expose yourself to possible infection through poor hygiene or living conditions.

After receiving your tattoo, if you run a temperature, get headaches or a sudden lack of energy to do anything, get in touch with your doctor straight away. It is much better for it to be diagnosed as not being a problem than to risk having a Hepatitis infection and not having it treated as early as possible.

Instead of getting a permanent tattoo, you could get a temporary one. They are available in a wide range of designs, from star tattoos to tribal styles, and don't carry any risk of infection.

(Source: http://www.reusablearticles.com)

Article 3

Genius has gender? Only in our minds

When Cambridge University advised its examiners to avoid words like 'genius' and 'brilliant' because they exclude women, many of us rolled our eyes and dismissed it as political correctness gone wild. But close your eyes – what's the first image that comes to your mind when you hear the word genius? Is it Albert Einstein? Stephen Hawking or Srinivasa Ramanujan, perhaps? Shakespeare or Premchand? Steve Jobs? Whether you're female or male, odds are your mind sees a man.

These associations affect our perceptions of others, which in turn affects their self-image and choices. Gender gap in the sciences, for instance, can be partly explained by the notion that these areas call for 'genius' or raw natural ability, which many women don't feel confident they possess. Reasons for that lack of confidence are also cultural; in the US a depressing piece of research found that even six-year-olds were likely to think of only boys as 'brilliant'. When professors are rated, it's men who're described as stars and visionaries, and the same qualities are overlooked or disparaged in women. Think of the routine putdown 'hysterical', which literally means a disorder caused by the womb.

The idea of a lone genius is a Romantic myth; hard work, collaboration and luck have as much to do with accomplishment as ability, and none of these traits are sexual characteristics. Thinking harder about how we fling around words like flair and brilliance might foster a better intellectual climate, all around.

(Source: http://blogs.timesofindia.indiatimes.com)

Article 4

The Current Rise of Women Entrepreneurial Leaders

By Brent Gleeson

As the positive movement for gender equality in the workplace gains significant momentum, the data not only shows forward motion, but many opportunities to be taken advantage of. Cultural progress is of little value unless there is a framework to channel mindset and behavioral transformation into actions and results.

Women have long been underrepresented in entrepreneurship, yet the number of women entrepreneurs in the US has increased over 30 percent since 2007. For some more recent and interesting data, according to Smallbiztrends.com, 57% of women business owners expected their revenues to increase in 2018. This suggests that women-owned businesses are just about as likely to grow at a similar rate as male owned businesses (59% of male-owned businesses said they expect revenue growth).

Over the past 15 years, these women-owned firms have grown at a rate 1.5 times greater than other small businesses and were estimated to provide more than 5 million jobs by 2018. Whether women more quickly become dissatisfied with climbing the corporate ladder or just can't ignore the drive to pursue their passions, female business owners have historically begun their entrepreneurial journeys earlier in life than their male counterparts. According to a Guardianfinancial.com survey, 51 percent of female business owners were under the age of 50 when they launched, compared to 44 percent of men. However, the largest group of female respondents *were in their fifties*, so it seems women are becoming business owners at almost every stage of adult life.

The latest numbers regarding women in business can't be ignored. There are 9.1 million woman-owned businesses nationwide, employing 7.9 million employees and generating \$1.4 trillion in sales, according to the National Association of Women Business Owners.

Enough data already. The facts speak for themselves. The downside is that, in our opinion, barriers in the standard workplace environment, in some part, drive this growth in female entrepreneurship.

So how about leveraging the momentum of this great movement to generate tangible results? Culture transformations, whether they be in an organisation, an industry or any environment typically fail unless there is a framework and diverse mechanisms to translate desire into action and lasting change.

(Source: <u>https://www.forbes.com/</u>)

Article 5

The Impact of Social Media on Society

Almost a quarter of the world's population is now on Facebook. Nearly 80% of all internet users are on this platform. Because social networks feed off interactions among people, they become more powerful as they grow.

Thanks to the internet, each person with marginal views can see that he is not alone. And when these people find one another via social media, they can do things — create memes, publications and entire online worlds that bolster their worldview, and then break into the mainstream.

Without social media, social, ethical, environmental and political ills would have minimal visibility. Increased visibility of issues has shifted the balance of power from the hands of a few to the masses.

While social media activism brings an increased awareness about societal issues, questions remain as to whether this awareness is translating into real change.

Some argue that social sharing has encouraged people to use computers and mobile phones to express their concerns on social issues without actually having to engage actively with campaigns in real life. Their support is limited to pressing the 'Like' button or sharing content.

This is a very human reaction when people are given options that absolve them from the responsibility to act. A 2013 study by the University of British Columbia's Sauder School of Business found that when people are presented with the option of 'liking' a social cause, they use this to opt-out of actually committing time and money to a charitable cause. On the other hand, when people are allowed to show support in private, they are more likely to show meaningful support in terms of making a financial contribution.

The researchers found that a public endorsement is an action meant to satisfy others' opinions, whereas people who give in private do so because the cause is aligned to their values.

It's been said that information is power. Without a means of distributing information, people cannot harness the power. One positive impact of social media is in the distribution of information in today's world. Platforms such as Facebook, LinkedIn, Twitter and others have made it possible to access information at the click of a button.

This means that the longer the information is in circulation, the more discussion it generates and the greater the impact of social media.

While the world would be a much slower place without social media, it's caused harm as well as good. However, the positive impact of social media is astronomical and far surpasses the ills associated with sharing.

At the end of the day, sharing is about getting people to see and respond to content. As long as the content is still relevant and the need for information still exists, it's always worthwhile for any organisation to use social media to keep publishing.

(Source: https://www.simplilearn.com/)

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Read Articles 1, 2 and 3 and try to analyse them as per the following checklist.

- Write in a lively but formal style, using Standard English.
- Use an impersonal style, avoiding the pronouns 'I', 'you' and 'we'.
- Start with a headline that is catchy but tells the topic and main idea.
- Include information that is split into paragraphs.
- Use quotations from important interested individuals, organisations and experts.
- Use quotations that give important people's opinions that support the overall idea.
- o Include interesting and useful facts and figures (statistics) in support of your opinion/argument.
- Consider language techniques such as alliteration.
- Use some technical vocabulary or jargon that relates to the subject but keep in mind that the audience must understand it.
- Use a variety of sentence lengths and styles, including informative complex sentences.
- Keep paragraphs lively, to the point and short (but use a single sentence paragraph perhaps once only for emphasis and effect).
- o Offer lots of specific, interesting and useful details about the topic.
- End in a satisfying way avoiding an essay-like summary of the article.

PRACTICE EXERCISES

Q.1. Read the following articles and provide a suitable title.

Article 1

Stocks related to the consumption theme have taken a severe beating ever since the Prime Minister announced the demonetisation of Rs 500 and Rs 1,000 notes on 8 November. The Nifty India Consumption Index has shrunk 11.4%. Some stocks have slipped up to 21%. The fear that the demonetisation drive would put a leash on high-ticket spending by consumers has spooked sentiments. While the current outlook is bleak, analysts say this sell-off provides a good opportunity for investors to enter certain stocks, as the consumption story remains on a solid footing.

The sell-off in the consumer basket is backed by reason. Consumer sentiment soured after the government sucked out liquidity from the system by removing Rs 500 and Rs 1,000 notes from circulation. People face an uphill task managing their liquidity position with the limited stock of lower denomination notes in circulation and difficulty in transacting with the new Rs 2,000 notes.

For most, the focus soon will be on preserving cash and planned discretionary spending will be put on the backburner. In the near term, discretionary spending, and sectors reliant on the cash economy will be affected. The rural segment, where most transactions are in cash, will take the biggest hit. This will dent large-ticket sales of two wheelers, passenger vehicles and consumer durables."Rural and semi-urban markets can see a significant cut in discretionary spend.

Article 2

BENGALURU: Real estate brokers in Karnataka, hit by slowdown and demonetisation, fear that the new draft state Real Estate Regulator Act (RERA) will make their business unviable, with some even apprehending the prospect of a closure. The government expects an agency to pay a proposed registration fee of Rs 5 lakh in the city and Rs 2.5 lakh In rural areas in the new state RERA rule. Currently, 80% are individual agents while just 20% work with agencies in the city.

The registration fee set by the regulatory authority in Gujarat and Uttar Pradesh is Rs 10,000, which is much more affordable in the light of the relatively lower income levels of real estate agents. "The agents work for a mere two percent commission on the consideration value. The high cost of operations and the long gestation period in real estate transactions diminish the real returns. Given this, it is unviable to expect a real estate agent to pay Rs 5 lakh as registration fee," said Farook Mahmood, CMD, Silverline Group, a real estate developer andabroking company.

The Bangalore Realtors Association of India (BRA-I) has expressed its reservations on the proposed rules-the first being registration fees, and the other is the issue of penalties for default bydevelopers.

"Such measures will be a setback for the trade," said Ayub Khan, owner, APEX Estates & Properties, a real estate brokerage firm in Bengaluru.

Q.2. Write articles on the following topics in about 300-350 words.

- 1) Card payment on a high after demonetisation.
- 2) Mumbai: No longer India's economic capital.
- 3) Unemployment: an obstacle in the country's economic growth.
- 4) Phishing.
- 5) Covid 19: Impact and Strategies for Education Sector in India.
- 6) The Importance of Good Mental Health at Workplace.
- 7) Role of Entrepreneurship in Development.
- 8) Growing health problems in the youth today: Causes and Consequences.
- 9) Should the voting age limit be lowered to 16?

ANSWERS

Ans. 1.

Article 1

Consumption Stocks Offer Good Buying Opportunity Post Demonetisation.

Article 2

Major Problems Faced by Real Estate Brokers.

Or

Real Estate Brokers Hit by High Agency Fees.

Ans. 2.

Given below are the value points that will be helpful in writing the articles

1) Card payment on a high after demonetisation.

- On Nov. 8, 2016 govt. announced discontinuation of Rs. 500 and Rs. 1000 notes.
- The move forced people to use options such as Internet banking, mobile banking, credit and debit cards, mobile wallets and other prepaid payment instruments.
- Digital transactions have grown by 400 to 1000%.
- This figure does not include transactions done through Master and Visa cards.
- People to be educated about digital payments through websites and television.
- Increased transactions on e-wallet.
- Volume of transactions using Rupay card has increased from 3.85 lakh per day to 16 lakh per day.
- These digital transactions will ensure money comes into the system.
- All transactions/ money will be accountable. They will generate tax, thus developing the country's economy.
- The government will develop better welfare plans when money will be deposited in banks.

2) Mumbai: No longer India's economic capital

- Mumbai preserves the charm of an open dynamic urban space, owing to preferential decisionmaking on investment, Delhi appears to have been surging ahead of Mumbai.
- Mumbai has ceded its position as economic capital of India to Delhi.
- The Oxford Economics forecast for 2030 shows that Delhi is predicted to be at the 11th spot, Mumbai will be 14th.
- Delhi has outpaced Mumbai post-liberalisation, in physical infrastructure and social infrastructure.
- Since Delhi is the capital, businesses want to be closer to it for clearances.
- The availability of infrastructural facilities affects the cost thus attracting the businesses.
- High cost of land and labour in Mumbai is unfavourable to business and does not offer suitable inducements to attract investment—domestic and foreign.

3) Unempolyment: an obstacle in the country's economic growth

- The world economy is facing 2 major challenges unemployment and poverty.
- Financial crisis caused by unemployment leads to an overall purchasing power resulting in poverty followed by an increasing burden of debt.
- In India, the problems of underemployment, unemployment and poverty have always been the main hindrances to economic development.
- Another colossal problem is the large population.
- A critical aspect is the regional disparity.

- Mass migration from rural to urban regions is adding to the problems of unemployment and poverty.
- Economic reforms, changes in the industrial policy and better utilisation of available resources will reduce the problem.
- The government must initiate long term measures for poverty alleviation.

4) Phishing

What is phishing?

- Phishing is a cybercrime in which a target or targets are contacted by email, telephone or text
 message by someone posing as a lawful organisation to tempt individuals into providing sensitive
 data such as personally identifiable information, banking and credit card details, and passwords.
 The information is then used to access important accounts and can result in identity theft and
 financial loss.
- Tactics Used for Phishing.
- **Deception Phishing -** Sending out a mass email and trying to convince users to click the link in the message.
- **Tab-Nabbing** -Seeking to impersonate popular websites that have been left unattended for some time, and trying to convince users to re-enter their credentials.
- Malware Based Phishing Aimed at small and medium -sized businesses (SMBs). Inserting malware onto a user's computer (by email attachment, download, etc.) in order to gain information and exploit vulnerabilities.
- Key Loggers and Screen Loggers are a type of malware that can record a user's keystrokes and activities sometimes even your entire display
- Search engine phishing Phishers create websites with "offers" and have them indexed methodically within popular search engines.

How to prevent phishing attacks?

- Use spam filters. Generally, the filters assess the origin of the message, the software used to send the message, and the appearance of the message to decide if it's spam.
- Change browser setting. The settings of the browser should only allow reliable websites to open up.
- Change password on a regular basis. Those websites that require users to enter login information may be open to security attacks. Change passwords on a regular basis, and never use the same password for multiple accounts.
- Banks and financial organisations use monitoring systems to prevent phishing.
- Legal action can be taken against fake websites.
- Organisations should provide security awareness training to employees to recognise the risks.
- Changes in browsing habits are required to prevent phishing.

- Country began shutting down schools and colleges temporarily as a measure to contain the spread of the novel corona virus.
- Impact of crucial time of the year- board exams, entrance exams, admissions, etc.
- long-term impact on the continuity of learning for more than 285 million young learners in India
- Structure of school, learning and teaching methodology effected.
- Handful of private schools could adopt online teaching.
- Low-income private schools/government schools shut because of no access to e-learning solutions.
- Disrupted the higher sector education as well which is critical determinant's of a country's economical future.
- Students have been barred to leave the country.
- Unemployment shot up from 8.4% in mid-March to 23% in early April and the urban unemployment rate to 30.9%.
- Disruption is pushing policymakers to figure out how to drive engagement at scale while ensuring inclusive e-learning solutions.
- Strategies required to manage the crisis :
 - Continuity of learning in government schools and universities.
 - Learning solution at least for marginalised needs to be developed.
 - Reconsider the current delivery and pedagogical methods in school and higher education by seamlessly integrating classroom learning with e-learning modes to build a unified learning system.

6) The Importance of Good Mental Health at Workplace

- Nearly half of Gen Z and millennial report feeling stressed.
- Career, finances, and family welfare are common problems.
- Physical and emotional stress is the reason why people miss their work.
- Mental health effects overall performance.
- Stress is the legitimate reason to take time off from work.
- Statistics- age group (18-29 & 30-39) shows higher rate of anxiety and depression.
- Mental health is important for all in a workplace.
- Research and study about root cause of stress is important for the mental condition of all employers and employees.
- Discussing about the mental health is not a stigma.
- Steps to improve mental health stay connected, take time to ask and listen, collaborate and share resources.

7) Role of Entrepreneurship in Development

- Influential role of entrepreneurship in economic growth of a country
- Wealth creation and sharing
- Creating jobs
- Balanced regional developments
- Standard of living
- Community development
- Exports

8) Growing health problems in the youth today: Causes and Consequences

- Causes of health issues: a crisp list
- Rush of life
- Anxiety issues due to office work
- Sedentary lifestyle
- Bad eating habits
- Erratic sleep patterns
- Demanding family
- Effects
- Lifestyle diseases on the rise
- Physical health issues
- Strain on eyes
- Young deaths

9) Should the voting age limit be lowered to 16?

- Knowledge explosion
- Youth has more awareness
- Globalisation
- Advent of internet
- Kids are street smart
- Too young
- Immature
- Get influenced very soon
- Indecisive and impatient
- Impulsive decision makers
- Lack of holistic vision at 16 yrs.