Good afternoon, everyone. I’m Haochen Han from group 1. Today I’m here to share our learning report of Level of Words section in Handbook of Writing.

First, let’s look at the mind map of this section. When we consider the classification of level of words, there are two criteria. \\One is by stylistic and another is by groups of people using them. \\From the stylistic point of view, the words can be divided into formal words, common words and informal words. Each type of words has their unique appearance, feature and function.\\

Formal words can also be called as learned, literary or “big” words. They often appeared in formal writing. They have a feature of 3 or more syllables. Their function is to make the statement clear and exact. \\

Common words appear in all kinds of writings. The feature of them is that they’re used as usual every day. Their function is to make the statement closer to daily life.\\

Informal words appear in informal and familiar conversations. They have a feature of 1 or 2 syllables. They’re used to record thought and dialogs. \\

As for the classification of words from the user point of view, all educated people use formal, common and informal words, and we’ve talked about these before. \\Special groups of people like uneducated speakers use slang words. Slang words have a feature of vividness and fun. And as students, our attitude towards them is understanding but not using them in writing.\\

Next is our groups’ learning outcomes. We will talk about the future use of Level of Words.

Language and writing are tools used to express people's inner world. The ability to use words determines our ability to organize and express our thoughts.

In the future study and work, we often have to express ourselves clearly within limited time or space, such as writing papers, company meeting reports and so on. We need to use different types of words to emphasize the key points we want to express. We also need to pay attention to the wording and expressions so that the content we express is accurate and there will be no misunderstanding. Sometimes we even need to use appropriate skills to make our words more appealing and move people's hearts. These techniques are inseparable from the dissection of level of words and their corresponding functions. In addition, different ways of expression are used in different occasions. If you use slang words in formal meetings, you will be seen as insensitive or even sensationalist. Also you can't use a lot of written language in small talk. Therefore, only by systematically learning level of words can we properly express whatever we want on various occasions

In fact, I have heard that many Chinese students studying abroad write terrible English papers, whose language, logic, organization of paragraphs are not up to the tutor's standard. On the one hand, this is because they’ve had no or little systematic academic English writing training, on the other hand, it is because of the differences in mother tongue. Chinese is an ideographic language, its expression is more euphemistic and jumping. English is a Latin language, more logical and normative. Although in today's Chinese society, it pays more and more attention to the norms of Chinese language, in the context of globalization, we will be more in line with the West, especially those of science majors. We will write many professional English papers. Learning the level of English words has a profound influence on revising our Chinese thinking, and cultivating logical thinking.