

# Guided Writing (Prebac part 2)

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Either an informal letter or a speech

## Informal letter:

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1. Use the appropriate register:
  - **Who** are you writing/talking to?
  - About what?
2. Write in the correct format:
  - If a letter: -address, date, salutation, sign-off, etc.
  - example: (informal) 7, rue M. Welter L-2730 15th jan. 2020
  - The above always to the left, if formal then make the address formal with country, city, etc.
  - Paragraphs

## Speech

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1. Who is/are the audience?
2. What are you trying to do?
  - Persuade?
  - Sell something?
  - Get elected?
  - Rouse to action?
  - Save the planet?
3. Appropriate language for audience, appropriate address:
  - My lords, ladies and gentlemen, ...
  - Fellow students of the ESL, ...
  - Hi, guys, I'm here to talk about...
4. Use rhetorical devices to convince your audience:
  - Rhetorical questions: "Do we really want war?"
  - Alliteration: "Cowardly conservatives..."
  - Repetition: "Let freedom ring... let freedom ring..."
  - "Triplets": *Words/phrases/clauses in threes.*
5. Perforation:
  - The final part of a speech. Make this as dramatic/persuasive/dynamic/humorous (depending on your purpose) as you can.

