

ENGLISH COMPOSITION & COMPREHENSION

MUHAMMAD WASIF KHAN

WEEK 1

LECTURE # 2

Difference Between SPEECH & WRITING

What is Writing?



Writing Skill

- **Writing** is a physical and mental process. Its about discovering, developing, thinking, communicating thoughts and ideas into a text that will be comprehensible to the reader (Nunan, 2003).

Writing has dual purpose – to express and impress.

- Good writing needs to have good vocabulary, correct grammar and spelling along with perfect punctuation.

Speaking VS Writing

Page # 4 & 5

Speaking vs Writing

Universal, everybody acquires it

Not everyone learns to read and write

Spoken language has dialect variations that represent a region

Written language generally follows a standardized form of grammar, structure, organization, and vocabulary

Speakers use non-verbal communication (pitch, rhythm, stress, body language) to help in expressing their message

Writers rely on the words on the page to express meaning and their ideas

Speaking is often spontaneous and unplanned

Mostly writing is planned and can be changed through editing and revision before an audience reads it

Cont.

In speaking, we receive immediate feedback from our audience

In speaking, we use fillers (hmm, err, ok) and simple utterances

Speakers use pauses and intonation

Speakers pronounce

Speech is usually informal and repetitive

In writing, the feedback is delayed or none at all. Therefore, the message should be interesting, informative, accurate and hold reader's attention

In writing, we use connecting words (however, although, in addition) and more complex sentences

Writers use punctuation

Writers spell

Writing on the other hand is more formal and compact

Difference Between Speech and Writing (EXAMPLE)

Speech

- 1. The worst part about it was I had a friend sitting up here and she's saying "ha ha"... and I was saying "go get the police... go get someone"...i later learned that there are some people who do that in the face of disaster...i mean they just start cracking up as opposed to crying.

Writing

- My helpful friend, perhaps not realizing that I was serious, began laughing. Sue roared all the harder as my situation became more difficult. She claimed I looked funny, clinging there screaming. I realized that she was laughing because she was incapable of acting: the situation must have been greatly disturbing to her, and so she treated it as if it were another situation.

EXERCISE (Page # 5)

Given below are a sample of speech and a sample of writing. Both the samples are about the same topic. Read them carefully, and find out the differences between them. Notice how Peter's language and style undergoes dramatic change when he informs Bob about the termination of his services in written form.



SPOKEN TEXT

A dialogue between Peter Auer (the boss) and Bob Watson (an employee).

- *Peter: Bob, I hate to break the news, but our sales were down again last month. Bob: Down again, Peter?*
- *Peter: Yeah. These days, everybody's shopping at our competition, Honest Abe's Furniture Store.*
- *Bob: Ah... That's bad, but everything in there costs an arm and an leg!*
- *Peter: That's true. They do charge... Well, forget it. We are about to go bankrupt. That's what's important.*
- *Bob: I'm sorry to hear that. I thought my new advertising campaign would save the day.*
- *Peter: Let's face it. Your advertising campaign was a real flop. So, you're fired. We need a real professional here.*

WRITTEN TEXT

Peter Auer's letter to Bob Watson.

Dear Bob Watson,

I am extremely sorry to inform you that your services have been terminated owing to the devastating failure of the advertising campaign under your supervision. To be able to compete with the rival store, you were assigned the duty to start a new advertising campaign to increase the sales. However, the new campaign did not in any way proved to be successful in achieving the objectives. The store requires a more competent and professional manager which would naturally need the termination of your services.

We hope you will understand that the hereby taken action is solely for the betterment of the store. We wish you good luck for your future endeavors. When reading or listening to things, keep the distinction between speech and writing in mind. Study spoken language and written language as different varieties of a language. Avoid using the written style when speaking and vice versa.

THANK YOU
