

# Difference Between Speech and Writing



**vs**



# Difference Between Speech and Writing



## Speech

1. Universal, everybody acquires it.
2. Spoken language has dialect variations that represent a region

## Writing

1. Not everyone learns to read and write.
2. Written language is more restricted and generally follows a standardized form of grammar, structure, organization, and vocabulary.

# Difference Between Speech and Writing

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## Speech

3. Speakers use their voices (pitch, rhythm, stress) and their bodies to communicate their message.

4. Speakers use pauses and intonation

## Writing

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

4. Writers use punctuation.

# Difference Between Speech and Writing

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## Speech

- 5. Speakers pronounce
- 6. Speaking is often spontaneous and unplanned
- 7. Speakers have immediate audiences

## Writing

- 5. Writers spell.
- 6. Most writing is planned and can be changed through editing and revision
- 7. Writers have a delayed response from audiences or none at all

# Difference Between Speech and Writing

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## Speech

- 8. Speech is usually informal and repetitive
- 9. Speakers use simpler sentences connected by lots of ands and buts.

## Writing

- 8. Writing on the other hand is more formal and compact.
- 9. Writers use more complex sentences

# Difference Between Speech and Writing

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## Speech

10. Speakers draw on their listeners' reactions to know how or whether to continue.

11. Speakers can gauge the attitudes, beliefs, and feelings of their audience by their verbal and non-verbal reactions.

## Writing

10. Writers are often solitary in their process.

11. Writers must consider what and how much their audience needs to know about a given topic.



# Difference Between Speech and Writing

## Speech

- 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)

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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.



# EXERCISE

## 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.

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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.