

PRAGMATIC WRITING

WRITING THAT GETS THINGS DONE

1. Formal and Informal Language

a. Formal language: defn and examples

b. Informal language: defn and examples

c. Re-read the section on page 35 about levels of language.

2. Then read “Formal and Informal Language” handout

a. As you read the terms and examples, try to think of times when you have seen these used in written texts. Did they seem appropriate to the text? Why or why not?

b. As you read the terms and examples, try to create scenarios in which you would use these terms. What do you discover about the types of texts these terms apply to?

3. Group task: E-mail.

a. Read the handout “Using the Right Language at the Right time”

b. As a group, create an e-mail, that should be using formal language, but uses informal language instead. Use examples from previous handout.

c. Write e-mail on a paper to be shared with the class.

Writing Task

Using formal language may sound boring, but it is very important to know how to say the right thing to the right audience. Compose a piece of correspondence (e-mail ,letter, open letter to the editor) in which you address a serious issue to an audience of your superiors.

Min 100 words. Save in folder. Peer edit.