

Spoken or written?

Speech and writing are two different modes of communication but sometimes the boundaries between them get blurred, especially in communication using technology.



Which of the following descriptions are generally true of spontaneous speech and which typically apply to formal writing?

Uses slang		Is unplanned	
Is permanent and can be kept		Uses Standard English	
Uses punctuation		Is non-fluent and has pauses	
Has pitch and volume		Can be corrected and edited	
Contains phrases like 'er' and 'um'		Involves taking turns	
Is non-permanent		Involves one person	
Usually involves more than one person		Uses vague language e.g. 'like', 'sort of'	
Relies on sound		Contains abbreviated words e.g. 'I'm'	
Represents sounds graphically		Features unnecessary repetition	
Is immediate		Needs precision	
Uses visual clues		Is structured	
Is often spontaneous		Can't be changed	
Is often brief		Can take place over time	
Can be reproduced		Needs to be taught	