Topic 5 Worksheet 1

When and what do you write?

Make a list of everything you write, by hand or electronically. How many different types of writing do you do, and how long do you spend doing this each day? What is the level of informality, and who is your audience? Look at the example below and complete it with your own experience. Post it to the Forum and have a look at some other examples that you can discuss in class.

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| **Type** | **Formality** | **Time** | **Audience** | **Comments** |
| Facebook post  | Depends on whether it’s public or private  | 20 mins  | Friends/family/public/unknown  | I have a public work-related page and a private family one, so I have to change my formality levels  |
| Work emails  | Formal towards students and management, more casual with peers  | 90 mins  | Swap between formal and informal language, greetings and layout.  | Colleagues/management/students/external contacts  |
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