

Formal vs Informal Language

Single word adverbs

- Arise, board

Formal connecting words

- In addition, furthermore, however

Impersonal language

- passive voice: "It is claimed that..."
- third person
- authoritative, neutral in tone
- longer sentences and complicated sentence structure common

No contractions

- I will, we cannot

Abstract nouns

- Is happiness possible during unemployment?

Phrasal verbs

- To get up, to get on

Informal connecting words

- And, but, so

Personal language

- active voice: "People claim that..."
- often uses modes of direct address
- can use questions or other ways of engaging audience
- shorter sentences common

Contractions

- I'll, we can't

Modal verbs, adjectives

- Can people be happy when they don't have a job?

1) Formal vs. informal writing. Look at these sentences and rewrite them into a more formal style.

a) It's important to do your homework

.....

b) Going to the amusement park was so cool!

.....

c) It doesn't take a genius to get this joke, Břeclav!

.....

d) Thanks for the package. That was a pretty good idea.

.....

e) When you are preparing to cook a meal, wash your hands first.

.....

f) Lunch in the cafeteria today was horrible. It looked, smelled, and tasted real bad.

.....

g) I'm really sorry I forgot your birthday!

.....

h) I think that's fantastic news!

.....

i) You really must go to that Spanish restaurant.

.....

Understanding texts and presentations:

1) Below are the first five paragraphs from a text titled "OSI Reference Model: The Driving Force behind Network Communications." Try to put the paragraphs into their correct order.

A simple way to understand the OSI reference model is to think of it as an elevator. On the sending end, data enters at the top floor (the application layer) and travels to the bottom floor (the physical layer). Each layer communicates with the layers immediately above and below it. When a layer receives data, it performs specific functions, adds control information to the data, and passes it to the next layer. The control information contains error-checking, routing, and other information needed to ensure proper transmission along the network.

The *Open Systems Interconnection (OSI) reference model*, a communications standard developed by the International Organization for Standardization (ISO), offers an answer. The OSI reference model describes the flow of data in a network through seven layers, from the user's application to the physical transmission media.

The *presentation layer* translates the converted message data into a language the receiving computer can process (from ASCII to EBCDIC, for example) and also may compress or encrypt the data. Finally, the layer attaches another header specifying the language, compression, and encryption schemes.

Every message sent over a network – even the simplest e-mail message – must be divided into discrete packages of data and routed via transmission media such as telephone lines. While traveling from the sending computer to the receiving computer, each data package can take a different path over the network. How do these messages get to their destination, intact and accurate?

The top layer, the *application layer*, serves as the interface between the user and the network. Using application software, such as an e-mail program, a user can type a message and specify a recipient. The application then prepares the message for delivery by converting the message data into bits and attaching a header identifying the sending and receiving computers.

2) Look at the text. Why are the paragraphs ordered in such a way? Look for words or phrases that help connecting one paragraph to another one and highlight them.

3) *The text is written in a style which combines formal and informal elements. Go through the text and highlight some of the more formal and informal phrases and structures.*

4) *Look at the first three paragraphs. Imagine that you are giving a presentation on OSI reference model. What are the changes you make to the text? Rewrite it in a more informal tone – do not forget that the audience is going to hear rather than see your text. You may add or remove whole sentences if you believe it will help the effectiveness of the presentation.*