

# **TYPES OF INFORMAL TEXTS**

# **INTERVIEWS**

**In many interview situations the speakers do not have equal status, for example in a job interview. However in a radio interview where a speaker is being consulted as an expert then the speaker and the presenter have equal status**

**The structure of turn-taking is based on adjacency pairs**

**It will have a clear purpose**

# **MONOLOGUES**

**A piece of speech or writing that is produced by a single person**

**The most common forms are those which accompany sports events on TV and radio. Other examples are those from important events like natural disasters, royal weddings and state funerals.**

**The function of a commentary is to describe a sequence of actions, to give a viewer background information and to entertain**

**Live coverage means presenters must describe and comment on events as they happen, therefore they must speak spontaneously.**

# **UNSCRIPTED COMMENTARIES**

**Radio commentators must use language to convey an exact description of developing action**

**Turn-taking is orderly like an interview**

**Often there will be two people involved; one as the commentator and one who advises and summarises e.g. a sportsperson**

# **UNSCRIPTED COMMENTARIES**

# **CONVERSATIONS**

**Phatic communication-builds rapport and relationship**

**Exchange of adjacency pairs-politeness**

**Relay information**

**Equal turn taking expected within this mode of dialogue**

# **SPOKEN NARRATIVES**

**The dominant speaker is the storyteller**

**The opening and closing of the narrative provide a framework for the story**

**The speaker needs to monitor audience response, with discourse particles such as 'you know' to ensure there is no breakdown in communication.**

**Interruptions effect the smooth development of the story, and can destroy the atmosphere and momentum**

**Prosodic features are used to emphasise certain points in the narrative**

# SPOKEN NARRATIVES

The speaker may begin by using *a self-related comment* to explain their relationship to the story

*Narrative techniques* such as *characterisation* through the use of direct speech can be used for dramatic effect



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**The purpose is to persuade or to inform (or both)**

**Visual elements/graphology-layout, logos, typographical variations, logos, colour**

**Form – does it adopt a particular style of writing, such as a personal letter**

**Structure (begin with a ‘hook’ and end with a ‘signature line’)**

**Attitudes to the reader/audience- use of informal tone, flattery, use of direct address (‘you’ your’) designed to involved the readers and make them feel they are being personally addressed.**

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**Lexis-** may use brand names, catchphrase, slogans, conversational language, everyday expressions, clichés, positive lexis, comparatives, superlatives, puns, word play and non-standard spelling

**Syntax-** use of short sentences, often grammatically incomplete. Use of imperatives.

**Phonology-** rhythm, alliteration and rhyme

**Content-** use of stereotyping, humour and intertextuality (a text includes a reference to another text)

# **JOURNALS**

**The manner may be formal (work record) or informal (a personal record of ideas). Usually they are private and not for publication but novelists and historians can write them for publication.**

**Lexis-can be subject specific or very personal. There are verbs in past tense and lots of personal pronouns as the text is related to the writer.**

**Syntax-reflects the writer. There may be ellipsis and the rambling structure of speech. Declarative sentences will be most common, but imperatives and interrogatives will also feature. Compound sentence structures.**

**Factual diaries vary little from person to person, but personal diaries are idiosyncratic, revealing a lot about the person keeping it.**

# **BLOGS AND WEBSITE ARTICLES**

**Email is a form of written communication that is close to spoken language**

**Lexis is conversational with frequent use of colloquialisms and contractions. There is more of a tolerance for spelling errors. Use of abbreviations.**

**Syntax- loosely constructed sentences, like the natural flow of speech. Punctuation may be left out and lower case letters used, in order to type messages more quickly. Use of ellipsis.**

# EMAIL AND BLOGS

**Prosodic features-** Upper case letters to indicate emphasis, non-standard spelling to suggest pronunciation and punctuation marks to indicate intonation

**Body language is expressed through emoticons.**

***However it can be different to speech in that phatic communication is left out in the interests of speed and communication.***

# **NARRATIVES PRODUCED BY A WRITER**

*Some examples; comic strips, play scripts for pantomimes and comedy sketches*

**Expression is mostly personal in nature, but with a wider more diverse audience in mind than a journal. The audience is not usually directly engaged but authors draw the reader into the fictional world they create.**

**Lexis- links to the characters, locations and relationships created by the author**

**Most informal narratives are in the present tense**

# **NARRATIVES PRODUCED BY A WRITER**

**The function of a narrative text is to entertain, but they can also educate and inform**

**Narratives are chronological, but authors may not relate events in order (they may use flashbacks and retrospective reflection)**

**The dialogue in plays will be more formally structured than in everyday conversation, but the author will want it to sound like spontaneous speech.**