## This booklet will help you keep track of your work and take notes of your ideas, thoughts and answers. Please use it alongside the online material.

## In this class you will learn about the difference between written language and spoken language.

**Written vs. spoken language**

**These are the strategies used to change the written text into spoken text:**

1. leave out information
2. more sentences – shorter sentences
3. say it in your words
4. activate the audience/use of we and you
5. replace “written” words
6. add background info where needed
7. use more verbs instead of nouns
8. add structure (firstly, secondly, …)

**Slides 6-8: Add some more information based on these slides:**

**YOUR NOTES**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Slide 9: Copy your written text and paste it in here:**

**Write your own text here:**

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**Slide 10: List of power point no-nos:**

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**2.**

**3.**

**4.**

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