

# 教 案

周 次	第 周, 第 次课	授课时间	年 月 日
授课章节	<b>Part Seven Formal and Informal Styles</b>		
本(章)节 授课方式	课堂讲授 (√) 实践课 (√)	教学时数	2
授 课 要 点	本 ( 章 ) 节 教 学 目 标	<ol style="list-style-type: none"> <li>1. Help students understand the concept of style;</li> <li>2. To teach students distinguish between formal and informal style;</li> <li>3. To further the understanding through in-class practice.</li> </ol>	
	教 学 重 点 和 难 点	<p><b>Key Points:</b></p> <ol style="list-style-type: none"> <li>1. The concept of style</li> <li>2. Principles in distinguishing formal and informal style</li> </ol> <p><b>Difficult Points:</b></p> <ol style="list-style-type: none"> <li>2. Principles in distinguishing formal and informal style</li> </ol>	
思 考 题  或  作 业	<ol style="list-style-type: none"> <li>1. Review what has been discussed.</li> <li>2. Finish the exercises in the textbook.</li> </ol>		

# 教学内容与组织安排

## Part Seven Formal and Informal Styles

**Teaching Focus:** Requirements and thoughts on writing

<b>Time Allotment:</b> Lead-in	8 minutes
The meaning of style	15 minutes
Manifestation of different styles	15 minutes
Formal and informal styles	50 minutes
1. Comparison of two models pp.283-285	
2. Difference between the two writings	
3. Examples of incorrect use of style	
Assignment	2 minutes

**Teaching Procedures:**

### **I. Lead-in (8 min)**

**Activity:** Find the difference between formal and informal writing

**Q:** When it comes to writing in English, there are two main styles of writing - formal and informal. Consider these two examples:

Example 1:

This is to inform you that your book has been rejected by our publishing company as it was not up to the required standard. In case you would like us to reconsider it, we would suggest that you go over it and make some necessary changes.

Example 2:

You know that book I wrote? Well, the publishing company rejected it. They thought it was awful. But hey, I did the best I could, and I think it was great. I'm not gonna redo it the way they said I should.

The difference between the two is obvious. The first one is formal, and the second is informal. But what is it that makes them formal and informal?

### **II. The meaning of style (15 min)**

#### **1. Definition:**

The word style has several senses: it may refer to a writer's habitual or peculiar way of using language, or the prevalent (流行的) features of the language of a certain period, or the characteristic aspects of the language of a certain type of writing. It may also mean grace or elegance (优美) in writing, as in "He has no style."

It is the style of writing, or the way we use words to say what we want to say. Different situations call for different ways of putting words together. The way we write in academic and scientific settings differs greatly from the way we write to a friend or close one. The tone, vocabulary, and syntax, all change as the occasion changes. This difference in the styles of writing is the difference between formality and informality, or the difference between formal and informal writing.

#### **2. Purpose :**

Avoid using formal English where informal English is appropriate, or the other way round.

### **III. Manifestation of different styles (15 min)**

**Following is a list of some of the main differences between informal and formal writing:**

Informal: May use colloquial words/expressions (kids, guy, awesome, a lot, etc.)

Formal: Avoid using colloquial words/expressions (substitute with children, man/boy, wonderful, many, etc.)

Informal: May use contractions (can't, won't, shouldn't, etc.).

Formal: Avoid contractions (write out full words – cannot, will not, should not, etc.).

Informal: May use first, second, or third person.

Formal: Write in third person (except in business letters where first person may be used).

Informal: May use clichés (loads of, conspicuous by absence, etc.)

Formal: Avoid clichés (use many, was absent, etc.)

Informal: May address readers using second person pronouns (you, your, etc)

Formal: Avoid addressing readers using second person pronouns (use one, one's, the reader, the reader's, etc.)

Informal: May use abbreviated words (photo, TV, etc)

Formal: Avoid using abbreviated words (use full versions – like photograph, television, etc.)

Informal: May use imperative voice (e.g. Remember....)

Formal: Avoid imperative voice (use Please refer to....)

Informal: May use active voice (e.g. We have notice that....)

Formal: Use passive voice (e.g. It has been noticed that....)

Informal: May use short and simple sentences.

Formal: Longer and more complex sentences are preferred (short simple sentences reflects poorly on the writer)

Informal: Difficulty of subject may be acknowledged and empathy shown to the reader.

Formal: State your points confidently and offer your argument firm support.

### **IV. Formal and informal styles (50 min)**

1. Constructions like don't, mustn't, he's, I've, etc. are generally used in informal writing. In formal writing the full forms are preferred: do not, must not, etc

2. For indefinite reference **you** is often used in informal English while **one** is often used in formal English,

as:

- **You** never know what new measures the President will take.
  - **One** never knows what new measures the President will take.
3. In informal English **who** can be used instead of **whom** as an object in question, e.g.
- **Who (Whom)** did you see in the room?
4. In informal English **that** often be left out before an object clause, especially after verbs of saying or thinking.
5. In informal style **they** is often used as a pronoun referring to **everyone, everybody, someone, somebody, anyone, anybody, no one, nobody**:
- Has everyone finished doing **their** exercises?
  - Anyone can take a brochure if **they** want it.
6. When the subject is **I or He (She, It)**, **was** can be used instead of **were** in the subjunctive mood in informal style;
- I wish he **was** here with us.
7. Participial phrases are generally used in formal style:
- **Having been warned of the impending storm**, the captain decided to put off the voyage.
8. Nominative absolute constructions are generally used in formal style:
- **The weather being fine**, a large number of people went to climb the Western Hills.
9. Adjectival and adverbial phrases placed before the subject often make the sentence formal:
- **A famous professor of biology**, Dr. Jones was the new president of the university.
10. Parenthetical remarks often make a sentence formal:
- All the people present—**Chairman Smith, Professor Brown, James and Williams, and the secretary**—supported the motion.
11. A series of **nouns, verbs, or adjectives** may make a sentence sound formal:
- His anger prevented him from **doing, saying, and listening to anything**.
  - She has experienced **love and hate, grief and happiness**.
12. The following types of sentences are often used in formal style:
- Long sentences;
  - Compound – complex sentences;
  - Sentences with parallel constructions;
  - Balanced sentences;
  - Periodic sentence (the main idea is expressed at or near the end of it, and it is not grammatically complete until the end is reached).
13. As for **vocabulary**, **everyday words are mainly of Anglo-Saxon origin, while words of Greek**, French and Latin origins are mostly formal or learned words. It would be helpful, when you learn a formal word, to remember an informal word with the same or nearly the same meaning, for example:
- | ● <b><u>Formal</u></b> | ● <b><u>Informal</u></b> |
|------------------------|--------------------------|
| ● Commence             | begin                    |
| ● Profound             | deep                     |
| ● Fortunate            | lucky                    |

