

Direction: *Re-read the following excerpt. Take notes while reading. Then write the paraphrase.*

Spoken language has two other important differences from written language. Firstly, speaking uses much repetition. The typical way of explaining, amplifying, and exploring a point is to add an extra phrase in a sort of phonological bracket. By dropping or raising the voice, it is made clear to the listener that the information is a sort of sideline, or footnote, which is meant to clarify what is being said, rather than introduce a new point. Speakers also tend to restart sentences in different ways, trying to get across what they mean by different routes, and when they feel the point is clear, not bothering to complete or tidy up what they have started to say. There is also much trying out of different words, and rhetorical repetition for emphasis. All these features contribute to the muscular, flexible, and alert feeling of spoken language. It is like a living contact with the mind of the speaker, whereas written language is a fossil record of his or her thoughts.

The second way in which spoken language differs from written language is that the choice of vocabulary is very different. Written vocabulary is formal, and explicit. Spoken vocabulary tends to be familiar, and everyday. Indeed, it is usually possible to get someone to simplify and clarify a tortuous written sentence by asking him to look away from the page, and say what he means. A writer who has solemnly written: 'Tests were conducted on the loader to ascertain the maximum failure capacity', when asked what he meant, would say something like: 'We loaded it up until the cable broke'; a simpler, and clearer, way of explaining a technical point.

Source: Turk, C (2003), *Effective Speaking*, Taylor & Francis e-Library