

Chapter 22: Writing electronic texts: emails, discussion forum posts and blogs

Task 1

Texts 1 and 2 are copies of Texts 74 and 75 from *Academic Success: A Student's Guide to Studying at University*. They present questions about the same topic, but in different types of electronic text.

- Identify differences in the way the sender addresses their audience.
- How does the style of language used in the email differ from the style of language used in the discussion forum? Can you give examples?
- What information has to be given explicitly in the email that is implicit in the discussion forum?
- How do the sign-offs differ between the email and discussion forum post?

Text 1

New | Reply | Delete | Archive | Junk | Move to

Subject: ECON123 Research Report

Harada Smith: <harada.smith@youruniversity.ac.uk> 16:30 (1 hour ago)
To: Dr Josh Jones <josh.jones@ youruniversity.ac.uk>

Dear Dr Jones,

I am a student in ECON123. I am writing to ask about the Research Report. I was wondering if you could tell me how many people we should survey to collect an appropriate set of data? I have asked on the discussion forum and none of my fellow students seem to know either.

Thank you for your time,

Harada Smith
(Student number 12345678)



Text 2

ECON123 Economics in Europe and the UK: Discussion Forum

Survey for research report

By: Harada Smith – 23 June 2016, 3:30 PM

Does anyone know how many people we can survey for our research reports?

Thanks, H

EDIT REPLY

RE: Survey data for research report

By: Kim Lee – 23 June 2016, 3:42 PM

Dr Jones didn't say in last week's lecture. But I think my tutor said that it was up to our groups to decide... but you would have to think that you'd need at least 30 to have any decent stats...

REPLY

RE: Survey data for research report

By: Harada Smith – 23 June 2016, 3:55 PM

Thanks Kim. Ok. I guess I'd better print more surveys!

EDIT REPLY

Task 2

Text 3 is the opening section of a post taken from the blog The Thesis Whisperer <http://thesiswhisperer.com/>. Read it, and then answer the questions below:

- What features of this post set it apart from normal academic writing?
- How many examples of personal pronouns can you find? What is the writer trying to achieve by including personal pronouns?

- Are there examples of informal language? List them.
- Can you rewrite Text 3 so that it resembles a piece of academic writing? List the changes you had to make.

Text 3

Are you a piler or a filer?

June 28, 2012 · by Thesis Whisperer

Every month a plastic wrapped wad of paper, sometimes 300 sheets thick, used to land on my desk. This wad contained the ethics committee paperwork, usually around 20 applications and supporting documents, for me to review.

This pile of paper drove me nuts. Not only was there so damn much of it, it was hard to manage. Ethics committee* is your classic ‘baking powder’ job; generating an increased workload with no corresponding time compensation. Consequently I read ethics committee paperwork on the train, tram, in cafes, queues and on the couch at home—almost never at my desk. I was always losing sheets, spilling coffee on it or tearing corners as I stuffed the wad in my bag. By the time the meeting rolled around it looked like a truck had driven over it.

*Note: Every universities has an ethics committee, which is responsible for ensuring that all research involving people or animals carried out at the university is ethical: that is, it does not violate the rights of the subjects, whether human or animal.

Source:

<https://thesiswhisperer.com/2012/06/28/is-becoming-paperless-a-bit-like-giving-up-smoking/>