

Converse and Compose

Spoken English vs Written English

Structure

Language elements

General elements that make a language unique

Adaptation to a target audience

How do you change your English depending on the type of audience

Key Aspects for English

Differences between Spoken and Written forms and styles

Slang and expressions

Relevant slang and expressions to know in English

Understanding common pronunciation

Key changes to the way spoken English sounds

Use of spoken English

How to speak in a natural and effective way

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An illustration on the left side of the slide shows the silhouettes of several people's heads in profile, facing right. They are rendered in shades of orange, yellow, and dark red. Interspersed among the heads are various speech bubbles in different colors (red, orange, blue, green) containing different characters and symbols, including a question mark, a tilde, a double dot over a letter, a 'y' with a double dot, and a 'z' with a double dot. This visual metaphor represents a diverse collection of languages and communication.

7,000

languages, approximately, are spoken in the world today

50%

of languages are predicted to die by the end of this century
or more of the current languages have no written form
of the homepages on the internet (www) are in English

Every 14 days

a language dies

- Phonology (sounds & pronunciation)
- Morphology (word formation)
- Syntax (sentence structure /grammar)
- Semantics (word/sentence meaning)
- Pragmatics (how it is used in context)



Elements of language

- Lexicon (range of vocabulary)
- Discourse (larger organized structures)
- Orthography (writing systems and rules)
- Sociolinguistics (social factors)
- Cultural Influence (unique meanings)

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Key Aspects



(1) Formality & Structure

Conversational English:

1. More informal and spontaneous
2. Sentences are shorter, and less structured.
3. More spontaneous, including incomplete thoughts or ideas

Yeah, so I was thinking, maybe we could, like, go to the park or something later, if you're free, I mean, no pressure!

Written English:

1. More formal and structured
2. Well-organized sentences with proper grammar and punctuation
3. Writers take more time to think through ideas before expressing them.

I was considering the possibility of going to the park later this afternoon, and I wanted to know if you might be available to join. However, please don't feel obliged if you have other commitments.

(2) Grammar & Syntax

Conversational English:

1. More flexible grammar, including sentence fragments, run-on sentences, and colloquial phrases.
2. More contractions ("don't" instead of "do not")
3. Slang is common.

"I dunno, I guess I just don't wanna go if it's, like, super crowded or anything. You get what I mean?"

Written English:

1. Proper grammar expected in formal forms
2. Complete sentences with clear subject-verb agreement, appropriate punctuation
3. Precise vocabulary used more often

"I am uncertain about attending because I prefer not to go if the venue is likely to be very crowded. I hope that clarifies my concern."

(3) Vocabulary Choice

Conversational English:

1. More casual and less varied vocabulary
2. Simpler words, idioms, slang, and fillers (like "um," "you know," and "like")
3. Repetition of words or ideas is common.

Written English:

1. More diverse vocabulary is used
2. Slang and filler words are generally avoided.
3. Words carefully for clarity, precision, and impact

"So, yeah, it was a pretty cool movie. I mean, the effects were awesome, and the acting was, like, really good, y'know?"

"The film was quite impressive, particularly the special effects, which were outstanding, and the performances of the actors were highly commendable."

(4) Tone

Conversational English:

1. More relaxed, friendly and interactive
2. Emotions are often conveyed through voice inflection, facial expressions, and body language

"No way! You actually met him? That's crazy, I can't believe it!"

Written English:

1. More neutral and objective
2. Word choice and sentence structure to convey emotion or intent.
3. Nuances have to be communicated without the help of non-verbal cues.

"I find it remarkable that you had the opportunity to meet him. It must have been an extraordinary experience, one that is difficult to fathom."

Key Aspects



(5) Context & Audience Awareness

Conversational English:

1. Speakers adjust their language based on immediate feedback from the listener (like nods or confused expressions)
2. Speakers can clarify or rephrase in real-time
3. Easier to leave things unsaid or implied

"Remember that pizza place we went to last weekend? It was soooo good! We should totally go again."

Written English:

1. No immediate feedback, so more detailed explanations, clearer transitions, and explicit meaning are needed
2. Audience is often broader and less defined
3. Assumptions about shared knowledge are fewer

"The pizza restaurant we visited last weekend left a lasting impression, particularly due to the quality of the food. I believe it would be worth revisiting."

(6) Filler Words & Repetition

Conversational English:

1. Filler words such as "uh," "um," "like," "so", and "you know" are commonly used
2. Repetitions and redundancies also occur frequently as speakers think on the spot or correct themselves

"Uh, yeah, so, like, I was thinking, you know, maybe we could, um, meet up later, if that works, but, um, no pressure, of course."

Written English:

1. Fillers and unnecessary repetitions are generally avoided, especially in formal writing
2. Writing tends to be more concise and focused

"I was thinking that we could potentially meet later if that works for you, but please feel free to decline if it's not convenient."

(7) Pronunciation & Non-verbals

Conversational English:

1. Speech includes pauses, intonation, and emphasis, which can change the meaning of words or phrases
2. Non-verbal elements like gestures, facial expressions, and tone of voice help clarify meaning

(With emphasis and facial expressions) "I'm soooo tired, like, I just can't deal with anything right now."

Written English:

1. Since non-verbal elements are absent, writing relies on punctuation, formatting (e.g., italics, bold), and word choice to convey emphasis, mood, or tone

"I am currently feeling extremely exhausted, and as a result, I find myself unable to effectively manage any additional responsibilities or tasks at this moment."

(8) Complexity of Ideas

Conversational English:

1. Simpler, more immediate ideas
2. Thoughts can be communicated in pieces or over several exchanges
3. Complex ideas may not be fully developed in a single conversation

"I mean, yeah, the whole thing was kind of a mess, but, like, I get where they were coming from, y'know? It's just that, they didn't handle it well."

Written English:

1. More time to develop and articulate complex ideas
2. Written language allows for more detailed, nuanced, and logical presentation of thoughts

"While I understand the rationale behind their actions, I believe that the overall execution of the plan was quite disorganized, and they could have managed the situation more effectively."

Key Aspects



(9) Use of Abbreviations & Emojis

Conversational English:

1. In informal speech, abbreviations like "FYI" (for your information) and expressions of emotion through sounds (e.g., laughter) are common
2. In texting, emojis and shorthand like "lol" are often used

"Hey, r u free 2morrow? We could grab coffee ☕ if you're down. Let me know. It would be GR8 ! :))

Written English:

1. In formal written English, abbreviations and emojis are rare, though they are increasingly common in digital communication such as social media, emails, and informal texts.

"Hello, I hope you are doing well. I wanted to check if you are available tomorrow, as I thought it might be nice for us to meet for coffee. Please let me know if that works for you."

Key Aspects



(10) Audience Engagement

Conversational English:

1. Speakers often engage their listeners with questions, feedback prompts, and pauses for responses
2. Interaction is more immediate and collaborative

"Do you know what I mean? Like, does that make sense? I just feel like it's not fair, you know?"

Written English:

1. Engagement is indirect without feedback
2. Writers anticipate questions or objections from the reader and address them through their argument, tone, or structure

"I hope this explanation is clear, and I would appreciate your thoughts on whether you agree with my perspective regarding the fairness of the situation."

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Pronunciation



Understanding and integrating common ways of speaking English



LONG FORM

we will
they will not
they are
you are
do not
can not
kind of (type of)
sort of (rather)



SHORT (SPOKEN) FORM

we'll – **We'll** just have to wait and see.
they won't – They know but they **won't** say anything.
they're – **They're** sending their best representative.
you're – Your suit says **you're** ready to impress.
don't – Ask if you **don't** know the answer.
can't – They **can't** finish it until next week.
kinda – It's the **kinda** material that breaks easily.
sorta – If you don't know how, it's **sorta** difficult.



Pronunciation

Grammar-based contractions

LONG FORM

coming
doing
going
having

You know
What are you
Would you
Did you



SHORT (SPOKEN) FORM

comin' – They're **comin'** over at 5.
doin' – I'm not sure what they're **doin'** right now.
goin' – Where are you **goin'** this summer?
havin' – We're **havin'** a party this weekend.

Y'know – It's going to cost more, **y'know?**
Whaddya – Hey, **whaddya** doin' for lunch today?
Wouldcha – If we have space **wouldcha** wanna come?
Didja – **Didja** see that Ferrari go by?



Pronunciation

Changed sounds

LONG FORM

want to
going to
have got to
have to
must have
could have
should have
would have
I would
I had



SHORT (SPOKEN) FORM

wanna – Hey, you **wanna** go get a coffee with me?
gonna – He's **gonna** call after lunch.
gotta – It's already 4 o'clock, we **gotta** go!
havta – I don't wanna do it if I don't **havta**.
musta – The garbage is on the floor. It **musta** been the dogs.
coulda – You **coulda** stayed an extra day.
shoulda – We **shoulda** made a reservation.
woulda – If I had been there, I **woulda** asked more questions.
I'da – If I'd been there, **I'da** asked more questions.
I'd - If **I'd** been there, I'da asked more questions.



Pronunciation

Changed sounds

LONG FORM

want to
going to
have got to
have to
must have
could have
should have
would have
I would
I had



SHORT (SPOKEN) FORM

wanna – Oye, ¿quieres ir a tomar un café conmigo?
gonna – El va a llamar después del almuerzo.
gotta – Ya son las 4, ¡tenemos que irnos!
havta – No quiero hacerlo si no es necesario.
musta – La basura está en el suelo. Deben haber sido los perros.
coulda – Podrías haberte quedado un día más.
shoulda – Deberíamos haber hecho una reserva.
woulda – Si hubiera estado allí, habría hecho más preguntas.
I'da – Si hubiera estado allí, habría hecho más preguntas.
I'd – Si hubiera estado allí, habría hecho más preguntas.



Pronunciation

translations

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Adapting to your audience



Ensuring your message is clear, engaging, and appropriate for the people you're talking to





Adapting to your audience

1. Understand your audience
2. Tone and formality
3. Appropriate vocabulary
4. Appropriate analogies & examples
5. Adjust sentence complexity
6. Adjust level of detail

Adapting

1. Understand your audience

Education level: (Simplify or complexify your vocabulary)

For a **general** audience: "The device uses sound waves to detect objects."

For a **technical** audience: "The sonar system operates via high-frequency sound waves to identify underwater structures."

Cultural sensitivity: (cultural references, humor, or idioms)

For a **specific** audience: "We hit a homerun with the campaign."

For a **general** audience: "We achieved great success with the campaign."

Adapting

2. Tone and formality

Formal vs. Informal Language: (Adjust your tone based on the setting)

Formal: "I would like to request your assistance with this matter."

Informal: "Can you help me out with this?"

Professional Audience: (Use polite, respectful language, and avoid slang)

Formal: "We will provide an update after further analysis."

Informal: "We'll get back to you when we figure it out. (AVOID)"

Friends/Peers : (more relaxed tone with humor or slang)

Formal: "I propose we meet after this." (AVOID)

Informal: "Let's catch up later!"

Adapting

3. Appropriate vocabulary

Avoid or use jargon: (decide how much specialized language (jargon) to use)

Technical audience: "The API will allow seamless integration across platforms."

General audience: "The system will let different apps work together smoothly."

Adapting

4. Appropriate analogies & examples

Relatable Analogies: (Choose analogies that the audience will understand)

General audience: "Managing a project is like trying to keep several plates spinning at once."

Tech audience: "Managing a project is like managing multiple threads in parallel processing."

Use of Metaphors and Idioms : (Be cautious with idiomatic expressions or cultural references)

General audience: "It's very easy to do."

Specific audience: "It's a piece of cake" / "It's a walk in the park". (AVOID)

Be Mindful of Slang and Colloquial Expressions: (Avoid Slang in Formal Settings, Use Casual Expressions in Informal Settings)

Formal audience: "Let's complete this project successfully."; "Let's generate some effective ideas."

Casual audience: "Let's nail this project"; "Let's brainstorm some cool ideas"

Adapting

5. Adjust sentence complexity

Simple Sentences for Broad Audiences: (Short, clear sentences work best)

Example: "We need to finish the project by Friday."

Example: "Imagine you have a big bag of candy, and you want to share it with friends. That's what division is!"

Complex Sentences for Advanced Audiences: (more sophisticated audience, more complex sentences.)

Example: "Given the complexity of the project and the impending deadline, it is imperative that we streamline our workflow to ensure timely completion."

Example: "The latest data suggests a shift in the microeconomic trends driven by global supply-chain disruptions."

Adapting

6. Adjust the level of detail

High-Level Overview for Executives:

(with executives or non-specialists, focus on big-picture concepts and less details)

Example: "This strategy will improve overall efficiency and reduce costs."

Detailed Information for Technical Teams:

(audience of specialists, go into detailed, step-by-step explanations.)

Example: "The algorithm's efficiency is improved by reducing time complexity from $O(n^2)$ to $O(n \log n)$, making the process scalable."

Adapting to be more effective



To a General Audience

"The new policy will change how we manage our vacation days. You'll need to submit your request two weeks in advance from now on."

To Executives

"This new policy is designed to streamline the vacation request process and ensure better resource allocation, resulting in improved operational efficiency."

To HR Specialists

"The policy mandates a two-week notice for vacation requests, aligning with labor compliance standards and improving our ability to forecast staffing needs."

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English Professional Slang

- less formal
- work-place friendly
- used to create rapport
- helps conversations flow
- helps create collaboration



Professional Slang

Circle back

Return to a topic later



Touch base

Talk briefly at a later time



Ping

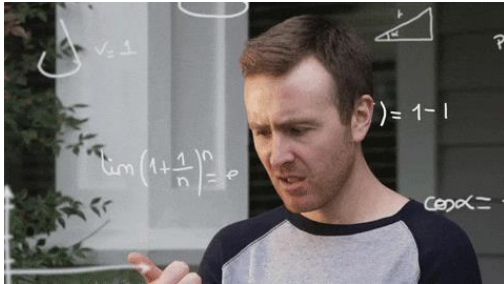
Send a quick message



Professional Slang

Run the numbers

Calculate or analyze
data



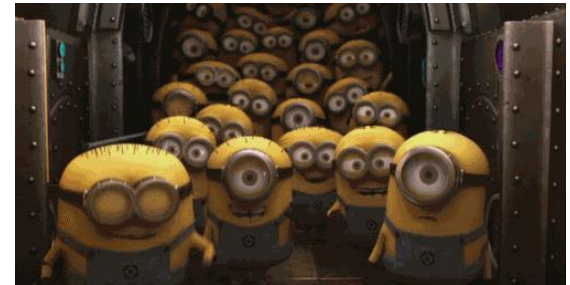
Give a heads up

Give information to help
someone prepare



Be on board

Agree with or support
an idea or plan



Professional Slang

Game plan

Strategy or plan of action



Fast track

Speed up the progress



Put on the back burner

Postpone or deprioritize something



"Let's **circle back** on this issue after the meeting."

"I'll **touch base** with you tomorrow to finalize the details."

"**Ping** me when you're ready to start the call."

"Just wanted to **give you a heads-up** that the deadline might move up."

"Let me **run the numbers** on that proposal and get back to you."

"Is everyone **on board** with the new strategy?"

"Let's finalize our **game plan** before the client meeting tomorrow."

"Can we **fast-track** this order to meet the client's deadline?"

"We'll put that idea on the **back burner** until we finish this priority project."



Examples

Professional Slang

Volvamos a hablar de este tema después de la reunión.

Me pondré en contacto contigo mañana para ultimar los detalles.

Avísame cuando estés listo para iniciar la llamada.

Solo quería avisarte de que la fecha límite podría adelantarse.

Déjame hacer los cálculos de esa propuesta y me pondré en contacto contigo.

¿Están todos de acuerdo con la nueva estrategia?

Finalicemos nuestro plan de juego antes de la reunión con el cliente mañana.

¿Podemos acelerar este pedido para cumplir con la fecha límite del cliente?

Dejaremos esa idea en un segundo plano hasta que terminemos este proyecto prioritario.

Examples translated

Professional Slang

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Use of Spoken English



How to speak in a natural and effective way



Formal or Informal?



Accelerate

Appear

Cancel

Consider

Increase

Indicate

Omit

Postpone

Repair

Represent

Verify

Speed up

Seem

Call off

Think about

Go up

Point out

Leave out

Put off

Fix

Stand for

Check

Formal or Informal?



Formal

Accelerate

Appear

Cancel

Consider

Increase

Indicate

Omit

Postpone

Repair

Represent

Verify

Informal

Speed up

Seem

Call off

Think about

Go up

Point out

Leave out

Put off

Fix

Stand for

Check

Formal or Informal?



Formal

Before we commence
In my opinion
In conclusion
Would you kindly visit our
website

Informal

Before beginning
I think
To sum up
Go to our website

Formal or Informal?



Formal

SOPHISTICATED FILLER WORDS:

Wouldn't you agree?

I hope this makes sense

Do you see what I'm referring to?

It's quite clear that I...

Quite

Is that so?

For example, Such as

Therefore,

(Silence)

Informal

FILLER WORDS:

You know

You know what I mean?

See what I mean?

You see, I...

Really

Really?

like

So,

Uh, um, em...



Speaking naturally and effectively

1. Listen and Imitate Native Speakers
2. Practice Active Listening
3. Focus on Clarity over Speed
4. Use Contractions in Informal Speech
5. Use Everyday Phrases and Idioms
6. Emphasize Key Words
7. Simplify When Needed
8. Use Questions to Keep Conversations Going
9. Use Summarizing Statements
10. Avoid Overthinking Grammar While Speaking

1. Listen and Imitate Native Speakers

- **Tip:** Listening to native speakers will help you understand how certain phrases and words are naturally used. Pay attention to the rhythm, intonation, and expressions they use.
- **Practice:** Watch English-language shows, listen to podcasts, or engage in conversations with native speakers. Focus on imitating how they handle different situations—whether it's formal or casual.
- **Example:** Notice how someone says, "**Hey, how's it going?**" in a casual setting versus "**Good morning, how are you?**" in a formal one.

Use of Spoken English

Speaking naturally & effectively

2. Practice Active Listening

- **Tip:** Natural conversation is a two-way street. Listening carefully to the other person will help you respond appropriately and keep the conversation flowing smoothly.
- **Practice:** Make a habit of showing that you're actively listening by nodding, maintaining eye contact, and giving short responses like "I see," "Right," or "That makes sense."
- **Example:** When someone says, "I had a tough day at work," you could respond with, "I hear you. What happened?"

Use of Spoken English

Speaking naturally & effectively

3. Focus on Clarity over Speed

- **Tip:** Speaking too quickly can make you harder to understand, especially in professional settings. Focus on speaking clearly and at a steady pace.
- **Practice:** Try recording yourself speaking and listen for clarity. Slow down if you notice that your words are running together.
- **Example:** Instead of rushing through "**Let's begin by focusing on integration,**" say it clearly, allowing natural pauses: "**Let's begin by focusing on... integration.**"

Use of Spoken English

Speaking naturally & effectively

4. Use Contractions in Informal Speech

- **Tip:** In casual spoken English, contractions are more common and make your speech sound more fluid and less stiff.
- **Practice:** Use contractions such as "**I'm**" instead of "I am," "**he's**" instead of "he is," and "**they're**" instead of "they are" when speaking casually.
- **Example:** Instead of saying, "**I will go to the store,**" say "**I'll go to the store.**"

Use of Spoken English

Speaking naturally & effectively

5. Use Everyday Phrases and Idioms

- **Tip:** Incorporating common phrases and idioms into your speech can make you sound more fluent and natural.
- **Practice:** Learn common idioms or phrases used in everyday conversation and start using them appropriately. Phrases like "let's call it a day" (to end work for the day) or "on the same page" (to agree or have the same understanding) are widely used.
- **Example:** Instead of "**We should stop working now,**" you can say, "**Let's call it a day.**"

Use of Spoken English

Speaking naturally & effectively

6. Emphasize Key Words

- **Tip:** In spoken English, we often emphasize certain words to make our point clearer. Stressing key words makes your speech more dynamic and engaging.
- **Practice:** When speaking, raise the pitch or volume slightly on important words to help listeners focus on the key points.
- **Example:** "I **really** need that report by tomorrow" (stress on **really**).

Use of Spoken English

Speaking naturally & effectively

7. Simplify When Needed

- **Tip:** Sometimes, the most effective communication is the simplest. Avoid overcomplicating your speech with long words or sentences unless necessary.
- **Practice:** If you're struggling to explain something, break it down into simpler parts and use straightforward language.
- **Example:** Instead of "This is an extremely complicated procedure that requires multiple levels of approval," say, "This process needs multiple approvals."

Use of Spoken English

Speaking naturally & effectively

8. Use Questions to Keep Conversations Going

- **Tip:** Asking questions helps you show interest in the conversation and encourages the other person to keep talking. Use open-ended questions (those that can't be answered with a simple "yes" or "no") for richer dialogue.
- **Practice:** Incorporate questions like "**What do you think?**" or "**Can you tell me more about that?**" to keep the conversation flowing.
- **Example:** Instead of saying "**Do you like your job?**" ask "**What do you enjoy most about your job?**"

Use of Spoken English

Speaking naturally & effectively

9. Use Summarizing Statements

- **Tip:** Summarizing what you've just said or what the other person has said can help clarify points and make sure everyone is on the same page.
- **Practice:** After a long explanation, say something like "**So basically...**" and then restate the main point. Or, if someone else has been talking, paraphrase what they've said to confirm understanding.
- **Example:** "**So, just to summarize, we need to finish this by Friday and present it to the team, right?**"

Use of Spoken English

Speaking naturally & effectively

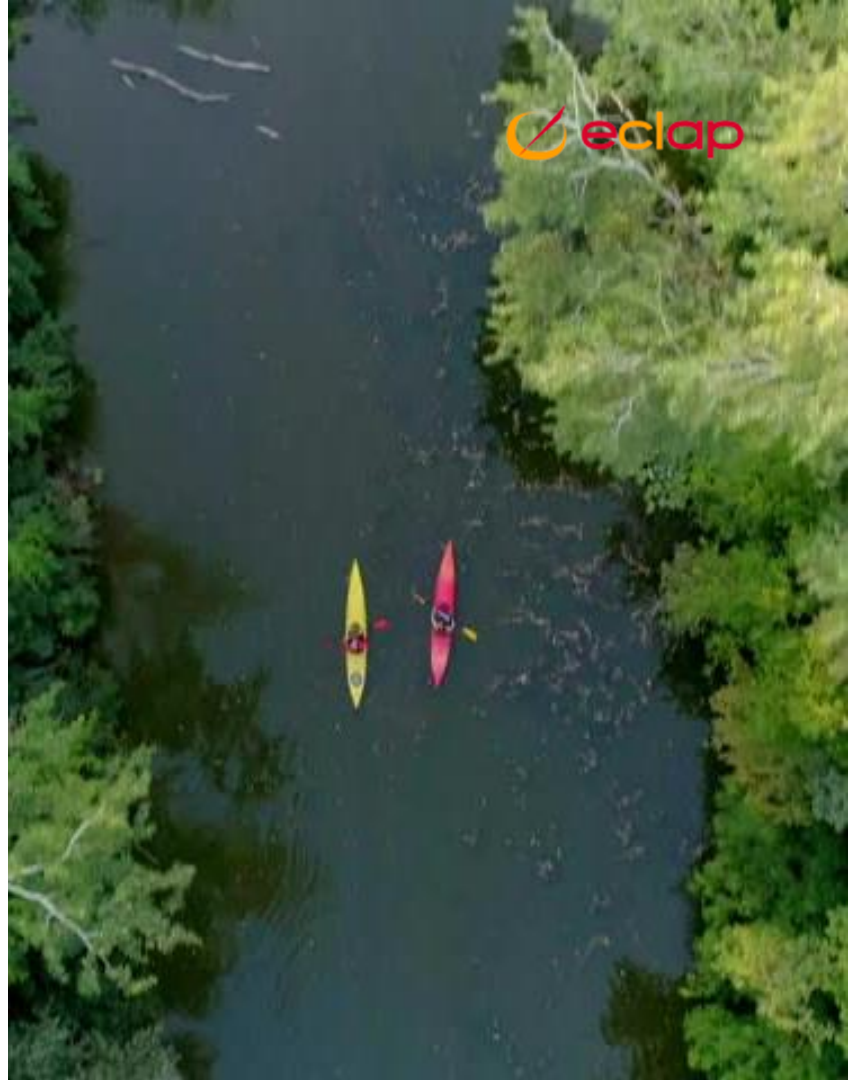
10. Avoid Overthinking Grammar While Speaking

- **Tip:** When you focus too much on perfect grammar, it can disrupt the flow of your conversation. It's okay to make minor mistakes—most native speakers do, too.
- **Practice:** Relax and focus on communicating your ideas rather than being 100% grammatically correct. You can always correct yourself if needed.
- **Example:** If you catch yourself saying "I don't know **nothing**," just correct it casually with "I mean, I don't know anything."

Use of Spoken English

Speaking naturally & effectively

**Listen
Practice
Relax**





**"To speak simply is to be natural
and to be natural is to be clear."**

— Aristotle

**"Communication works for those
who work at it."**

— John Powell

**Putting
it
together**



Thanks!

Does anyone have any questions?