



**Setif 1 University - Ferhat Abbas**  
**Faculty of Sciences**  
**Computer Science Department**



# **Techniques of Written Expression and office**

*Technical*  
**ENGLISH**

**ING/LMD 1st year**

**Dr Y. Slimani**

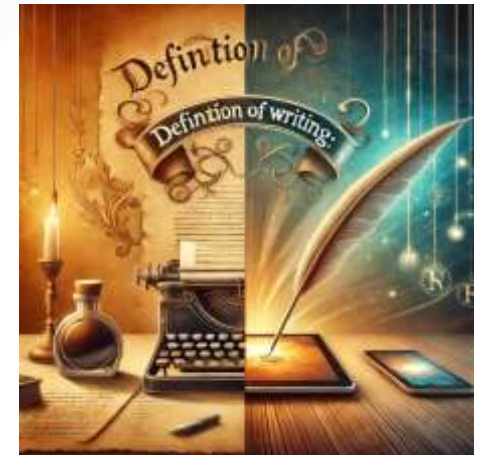
**2024 / 2025**



# I. Definitions and standards:

# Definition of writing:

- ❖ The action of writing is putting an event or something into a text with the purpose of transmitting information, ideas, or thoughts to the reader.
- ❖ Writing a text requires coherence and textual cohesion. Thus, the writer must first organize the ideas they want to convey. They must also identify the main ideas and secondary ideas so that they can transmit them in a logical order.
- ❖ Furthermore, the written work must be well-crafted to avoid any confusion



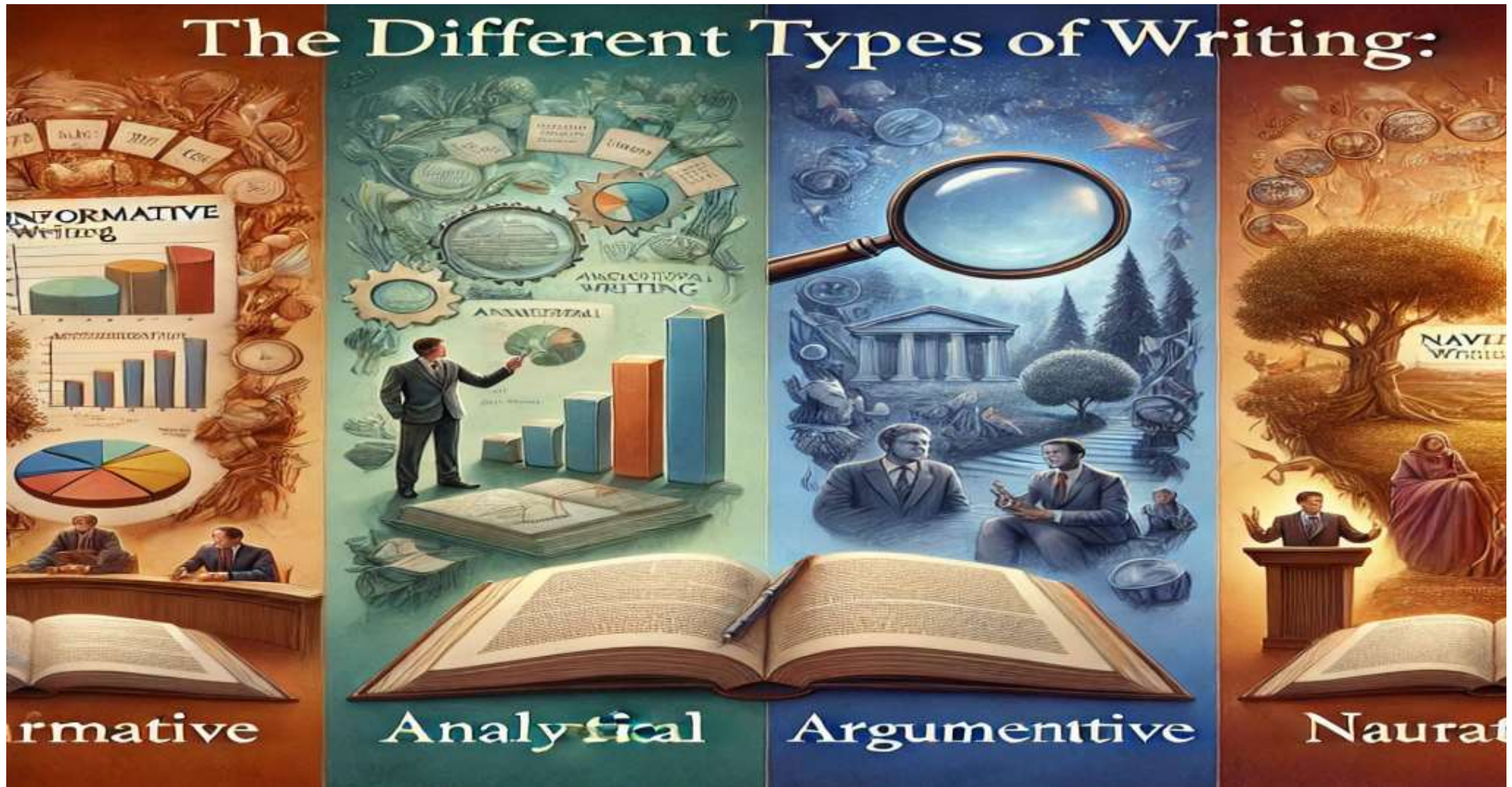
# Comparison between oral and written communication:

Compared to oral communication, written communication has several aspects.

- ❖ It allows reaching an unlimited number of people.
- ❖ It can circulate; It leaves a trace, a witness.
- ❖ It captures attention more than spoken words, which are quickly forgotten.
- ❖ Written Information is less easily altered.



# The different types of writing:



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- ❖ **Informative writing:** Aims to communicate information to a recipient with the purpose of either informing them about something (report, letter, CV, etc.) or educating them (scientific article, encyclopedia entry, etc.).
- ❖ **Analytical writing:** Aims either at decoding a message (idea, thought, text, novel, play, etc.), known as textual analysis, or analyzing personal experiences, known as a personal journal.
- ❖ **Argumentative writing:** This type of writing is designed to persuade or convince the reader (politicians' speeches, advertisements, etc.).
- ❖ **Narrative writing:** It involves writing that tells a story, such as a novel, short story... etc.

## **II. Basic principles of writing:** **Punctuation, Syntax sentences**

# Basic principles of writing :

*The norms and general rules of written communication include :*

***clarity, conciseness, and coherence.***

*It's important to use a*

***logical structure, avoid spelling and grammar mistakes,**  
and adapt to the appropriate **tone** and **style** for the situation.*



# Basic principles of writing :

*How to take care of your professional writings?*

*What rules do you need to know to be more effective*

*in your written communication?*



## *a/ Put yourself in the place of the recipient ( the **reader** )*

- ❖ Who will read my document?
- ❖ What does he need to know?
- ❖ What does he already know about the subject?

## *b/ Treat the subject*

- ❖ Respond to the 5 Ws (who, what, when, where, why) so you don't forget anything.
- ❖ Then keep only what is really relevant to the purpose of your document.

## *c/ Make it short*

It's the guarantee of being read – without trying to “do style”.

- ❖ Beyond twenty words, split the sentence into two (to ensure readability).
- ❖ Only one idea per sentence: by wanting to say everything at once, we lack clarity.
- ❖ Unify the length of paragraphs, parts (if not, review the plan adopted)



## *d/ Use punctuation marks*

- ❖ Punctuation is a set of non-alphabetic signs, essential for the coherence and understanding of a written text. These signs are used to correctly detach the elements of the text, to give rhythm and to clarify it.
- ❖ Poorly controlled, punctuation can affect the understanding of the text and can lead to ambiguities.
- ❖ The table below brings together the different punctuation marks as well as the spaces in use:



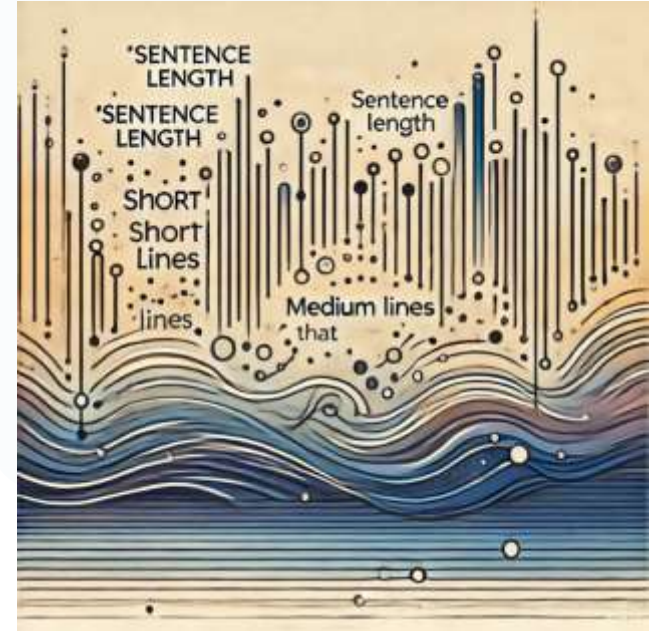
# Spaces in use before and after punctuation marks

Punctuation mark name	Signs	Spacing before sign	Spacing after sign
Apostrophe	'	No	No
Point	.	Yes	Yes
Two points	:	Yes	Yes
Semicolon	;	Yes	Yes
Comma (text)	,	No	Yes
Exclamation point	!	Yes	Yes
Interrogation point	?	Yes	Yes
Suspension points	....	No	Yes
Hyphen	-	Yes	Yes
Underscore	–	No	No
Slash	/	No	Yes
Percent	%	Yes	Yes
Asterisk before the word	*	Yes	No

Punctuation mark name	Signs	Spacing before sign	Spacing after sign
Opening hook	[	Yes	No
Closing hook	]	No	Yes
English quotation mark (opening)	“	Yes	No
English quotation mark (closing)	”	No	Yes
French quotation mark (opening)	«	Yes	Yes
French quotation mark (closing)	»	Yes	Yes
Opening parenthesis	(	Yes	No
Closing parenthesis	)	No	Yes
Arithmetic sign	+, -, x, ÷, =	Yes	Yes
SI symbol or other	Kg, s, cm	Yes	Yes
Monetary union	\$, £, €	No	Yes
Comma (number)	,	No	No

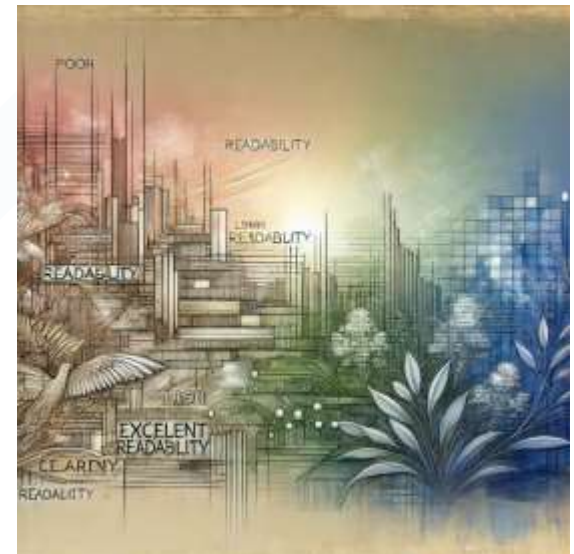
## *Sentence Length:*

- ❖ When choosing long sentences, there is a risk of discouraging readers, especially those who read slowly (they forget the beginning before reaching the end of the sentence).
- ❖ Those who use short sentences (subject, verb, complement) are accused of writing illiteracy.
- ❖ The ideal length is found halfway between these two extremes.
- ❖ By writing with clarity and simplicity, we ensure that the message is conveyed.



# Readability :

- ❖ According to the definition in Robert's Dictionary (1973), readability is a property that documents must possess to be easily decipherable and visible.
- ❖ It is tested by the degree of difficulty experienced by a reader trying to understand a text.
- ❖ A readable text is intelligible (easily understood), easy to remember, enjoyable to read, and effortless.
- ❖ Readability depends on both the reader and the text.
- ❖ To improve readability, one should:
  - Address the reader directly using affirmative and active form.
  - Use short sentences formulated according to basic syntax.
  - Avoid jargon and connoted terms.
  - Illustrate complicated terms with examples.



## *Objectivity :*

- ❖ Objectivity is the opposite of subjectivity, it is a characteristic of scientific texts.
- ❖ It is expressed through the neutrality or impartiality that the writer of the text can demonstrate.
- ❖ The objectivity of an author is measured through the following indicators:
  - The facts are real and cannot be doubted (verifiable facts).
  - Adoption of a neutral style (not expressing one's opinion).
  - Use of third-person personal pronouns, such as "he" or "one,"
  - Use of citations, references, and statistics to reinforce statements.

