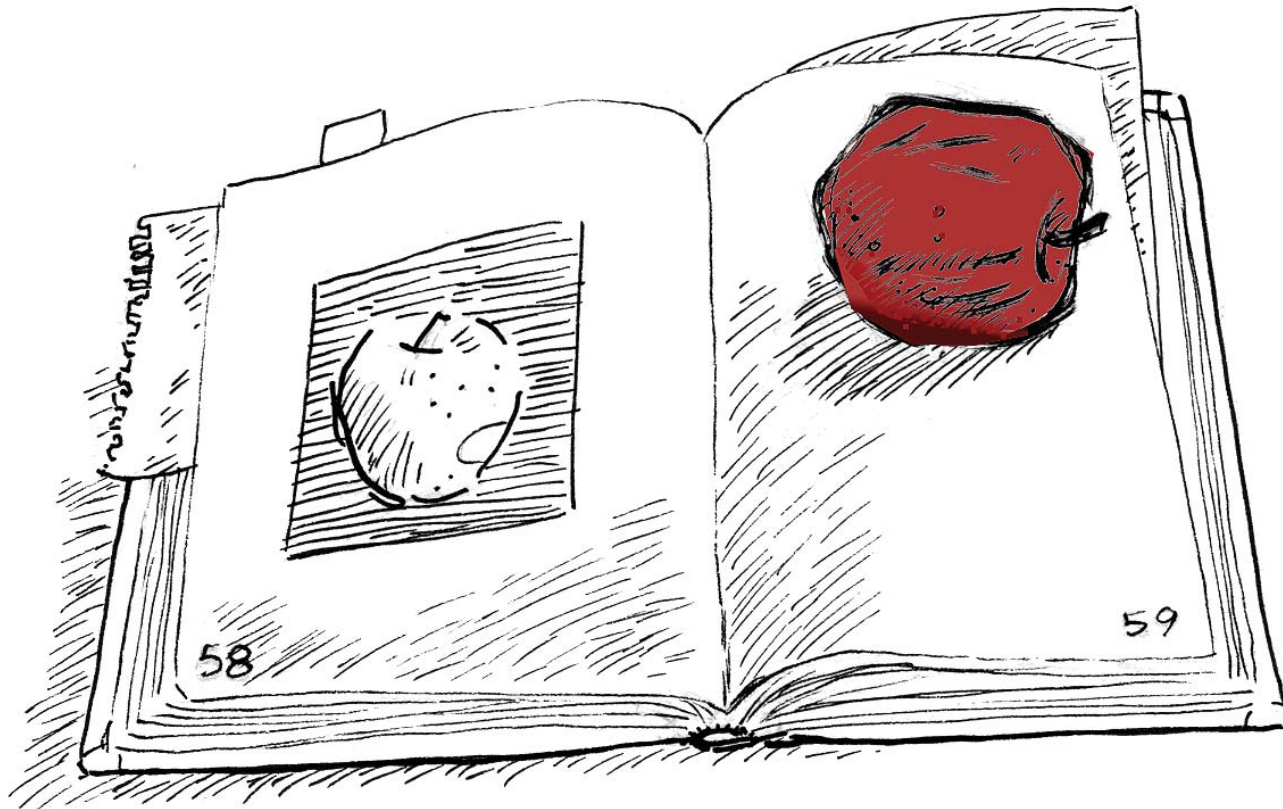


Essay Writing Elements



Review

Confirm the boundaries of the assignment:

- > date due
- > page restrictions or word count
- > prompt specifications

Determine:

- > purpose
- > audience
- > tone (formal or informal)
- > narrative voice



These four concepts are equally dependent on one another.

Any one of these categories can be a starting point for developing an essay for class

Purpose-reviewed

- Although there exist numerous reasons for writing essays, the primary **purpose** of the assignments for this class serve to either:

inform,

persuade,

or speculate.

Audience

- The general notion of a writer's **audience** takes on many different forms. Even when writing a casual letter, it is best to keep in mind the intended recipient to aid in formulating your observations and defense strategies.
- Visualizing a member of your reading audience can aid building a strong paper.
- Likewise, it is important to consider:
 - What information does your audience already know on the topic?
 - What new information is necessary to provide?
 - What is your audience's attitude on the subject?
 - Are they sympathetic, neutral, or against your opinion?
 - What is your audience's background?

These questions help build defense strategies for Argument papers.

Tone

The answers to the above questions will also determine what **tone** or level of formality you should use in your essay.

- *In addition*, consider:

Do you want to cite anger in your audience?

Do you want to motivate action as a community? – *or* –

Would a formal or informal tone work best in these situations?

All writing navigates around an author's **tone** of voice.

Emotional expressions help connect a writer to his/her audience.

> sarcasm

> fear

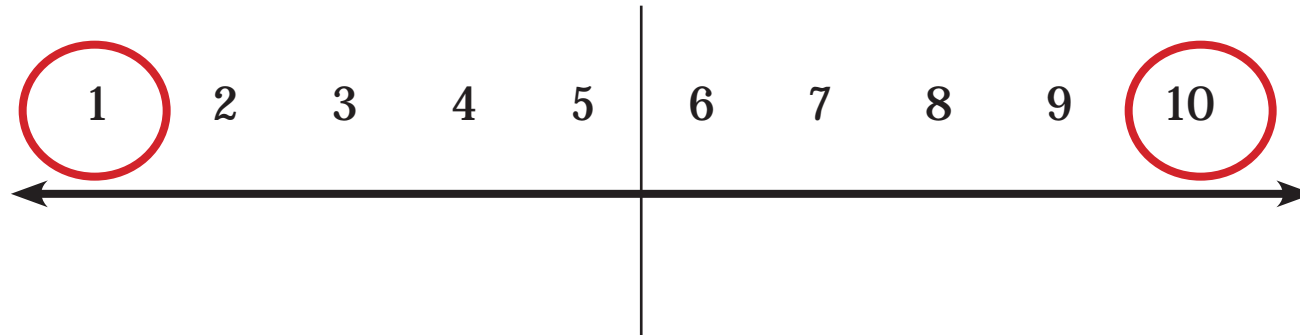
> anger

> humor

> nostalgia

> melancholy

Tone / Audience



academic, formal
research paper
speech

colloquial, informal
personal essay
chatty/ bar scene

Tones of Voice / Audience / Formality

There are three forms of general communication styles utilized by the public:

- colloquial (extremely casual)
- informal (personal, casual)
- formal (academic)

These range in complexity and usage.

As you already know, different circumstances require different tones.

Tones of Voice / Audience / Formality

Colloquial

Informal

Formal

∴ characteristic of
ordinary or familiar
conversation (like slang)

Tones of Voice / Audience / Formality

Colloquial

∴ characteristic of ordinary or familiar conversation (like slang)

Informal

without sense of formality or ceremony; casual

Formal

Tones of Voice / Audience / Formality

Colloquial

∴ characteristic of ordinary or familiar conversation (like slang)

Informal

without sense of formality or ceremony; casual

Formal

observant of *specific* and *strict* requirements; ceremonious

Tones of Voice / Audience / Formality

Colloquial

∴ characteristic of ordinary or familiar conversation (like slang)

-
- bar or coffee shop
 - sports events
 - close friends (bff)

Informal

without sense of formality or ceremony; casual

- casual speech
- popular t.v. programs
- friends/relatives

Formal

observant of *specific* and *strict* requirements; ceremonious

- political speech
- sermon
- job interview

Tones of Voice / Audience / Formality

Colloquial

∴ characteristic of ordinary or familiar conversation (like slang)

- bar or coffee shop
- sports events
- close friends (bff)

- family blog
- web site commentary

Informal

without sense of formality or ceremony; casual

- casual speech
- popular t.v. programs
- friends/relatives

- personal essay
- professional blog

Formal

observant of *specific* and *strict* requirements; ceremonious

- political speech
- sermon
- job interview

- hard news article
- academic research paper

Tones of Voice / Audience / Formality

Colloquial

Informal

Formal

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- political speech
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- job interview

-
- family blog
 - web site commentary

- personal essay
- professional blog

- hard news article
- academic research paper

yakking
kids
My guess is

talking
children
I would guess

discussing
youth
I estimate