**Matière : Anglais technique et terminologie**  *2022/2023*

*Master 1 : Hydraulique*

**Chapter IV**

**Written expression**

**1.Definition and purpose:**

Written expression is a complex process of using various cognitive operations, to translate ideas and thoughts into a written language. These operations include many components including, but not limited to the ability to communicate coherent ideas, grammar and writing mechanics, ability to create words and sentences fluently, and the ability to utilize the writing process.

**The purpose of written expression in communication:**

Written communication is important because it helps you get your message across more clearly. Whether you are sending an email, text, or writing a letter, written communication is a great way to express yourself with words on paper.

**2. The importance of written expression:**

1) Helps to keep a record of what was communicated;

2) Helps avoid misunderstandings;

3) Helps save time;

4) Helps to communicate complex ideas;

5) Helps reduce ambiguity;

6) Can be reviewed and revised;

7) Can be shared easily;

8) Allows for standardization;

9) Improves communications skills

**3. How to write a written expression:**

In written communication, the addressee is distant. The message must therefore be complete and legible. Grammar should match correct usage, as well as punctuation and spelling. Vocabulary is generally more developed than spoken. What marks above all written communication is the concern to be understood by the recipient, to whom we will not always be able to explain a second time the message that we want to transmit to him.

**3.1 Correct my written expression:**

**(a) My draft text**

**1)** I check that my text speaks well of the given subject;

**2)** I check that my text has a beginning, a middle and an end (initial situation, story / event, final situation);

**3)** I also check that the different parts of my text correspond to the different paragraphs. 4) I verify that I have expressed my opinion (if asked in the subject)

Finally, I read my text one last time before copying it clean.

**(b) Writing / Reading:**

**1)** My text is understandable when I reread it;

**2)** I manage to modify sentences, whole passages if necessary to improve it or to avoid repetitions;

**3)** The beginning and the end are quite distinct (introduction and conclusion);

**4)** The paragraphs are well separated (one paragraph per idea).

**(c) Grammar:**

**1)** All my sentences start with a capital letter and end with a period;

**2)** My sentences are quite short and I use more punctuation (commas, exclamation points, ellipsis…);

**3)** I use quotes and dashes correctly in a dialogue (if I have to write one).

**(d) Spelling:**

**1)** I check plural agreements;

**2)** I check the agreements of the verbs by looking for the subject;

**3)** I agree the past participles correctly;

**4)** I agree the noun groups correctly (feminine or masculine / singular or plural);

**5)** I use a dictionary to check the spelling of words that are unfamiliar to me.

**(e) Vocabulary :**

**1)** I avoid repetitions in my text;

**2)** I use more precise verbs than "do" and "say", I can use the dictionary for that;

**3)** I can look up synonyms in the dictionary so as not to repeat myself;

**4)** My text contains many adjectives and adverbs to enrich it.

Finally, I read my text one last time before copying it clean.

**Conclusion :**

**Writing Production: Proofreading grid**

**1)** I wrote my text with the correct tenses of the story. (imperfect/past simple/present);

**2)** My sentences start with a capital letter and end with a period;

**3)** I wrote short sentences;

**4)** I paid attention to the punctuation;

**5)** My sentences contain a verb. I checked the agreements of all the verbs and the past participles;

**6)** The words in my text are spelled correctly;

**7)** I wrote a text of at least 20 lines neatly and legibly;

**8)** I took care of the presentation;

**9)** I improved my text.

Example of an explanatory text:

**Example 1 (**an explanatory text)

Ground water flow is much slower than flow in streams and rivers. That is because the passageways through the pore spaces are very small, so there is a lot of friction with the solid walls of the pores. Speeds of flow in streams and rivers are often greater than a meter per second. Ground water flow is often as slow as meters per day.

**Example 2 (**Here's how to write a CV):

Pick the right **CV** format.

1. Add your name contact information.
2. Start with a personal profile and your title.
3. List your relevant work experience & key achievements.
4. Build your academic and education section.
5. Put relevant skills that fit the job opening.