



Semestre 1											Today`s Lecture: Written Communication										
Unité d'Enseignement	VHS	V.H hebdomadaire				Coeff.	Credits	Mode d'enseignement		Mode d'évaluation											
	14 semaines	C	TD	TP	Autres*			A distance	Continu	Examen											
Communication Skills	22h30	--	01h30		2h30	1	1	+	100%	-----											
*= travail personnel																					

**Nota Bene**  
**The session starts at 18:00.**  
**Your attendance is highly appreciated**

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كلية الآداب واللغات  
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# Introduction

## Scenario 1:

**Situation:** You need to inform your friend that you won't be able to attend their birthday party this weekend.

**Question:** How would you communicate this message to your friend in a written form?

## Possible answers:

**Sending a text message:** "Hey [Friend's Name], I'm sorry I won't be able to make it to your birthday party this weekend. Something came up. I hope you have a fantastic celebration! 🎉🎂"

**Writing an email:** "Subject: Regrets for Birthday Party / Dear [Friend's Name], I hope this message finds you well. Unfortunately, I won't be able to attend your birthday party this weekend due to unexpected commitments. I wish you a wonderful celebration and look forward to catching up soon. Best regards, [Your Name]"

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## Definition of Written Communication

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Written communication is a form of expression that involves conveying messages, information, or ideas through written symbols, words, or text. This mode of communication is essential in various personal, academic, professional, and public contexts. Here are key aspects of written communication:

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Aspect

Written Communication

Medium

Words presented in written form, including emails, letters, reports.

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Aspect

Written Communication

Transmission  
Speed

May have a delay, as the reader processes the information at their own pace.



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**Aspect**

**Written Communication**

**Non-Verbal  
Cues**

**Lacks non-verbal cues, requiring careful consideration of wording for clarity.**

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**Aspect**

**Written Communication**

**Permanence**

**Permanent, providing a lasting record of communication.**

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**Aspect**

**Written Communication**

**Formality**

**Tends to be more formal due to its structured nature.**

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**Aspect**

**Written Communication**

**Audience Feedback**

**Feedback is not instant, and responses may take time.**

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**Aspect**

**Written Communication**

**Clarity and  
Precision**

**Requires careful wording for precision; lacks immediate clarification.**

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**Aspect**

**Written Communication**

**Suitability for Complex Information**

**Often preferred for conveying detailed and complex information.**

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**Aspect**

**Written Communication**

**Use in Informal Settings**

**Less common in informal settings, except for messaging.**

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**Aspect**

**Written Communication**

**Use in Formal  
Settings**

**Common in formal business communications, reports,  
documentation.**



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**Aspect**

**Written Communication**

**Audience  
Reach**

**Can reach a broader audience, including remote or absent individuals.**

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## Conclusion

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Written communication involves conveying messages, information, or ideas through written symbols, words, or text. It is essential in personal, academic, professional, and public contexts. Key aspects of written communication include its permanence, clarity, precision, and adaptability to various mediums.

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Let us Practise

## Scenario 1:

**Situation:** You want to invite your friend to your birthday party. Write a short message inviting them.

## Scenario 2:

**Situation:** You borrowed a book from your classmate and need to return it. Write a brief note to let them know when you'll return it.

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## Possible Answers

### Scenario 1:

**Situation:** You want to invite your friend to your birthday party. Write a short message inviting them.

**Answer:** "Hi [Friend's Name],

I hope you're doing well! I'm having a birthday party on [Date] at my place. I would love for you to come and celebrate with us. Let me know if you can make it!

Best, [Your Name]"

### Scenario 2:

**Situation:** You borrowed a book from your classmate and need to return it. Write a brief note to let them know when you'll return it.

**Answer:** "Hi [Classmate's Name],

I hope you're having a good day! I wanted to let you know that I'll return the book I borrowed from you on [Date]. Thanks again for lending it to me!

Best regards, [Your Name]"

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**Thank you for your time and attention!**