

# Technology and Reading

Text Type



## Summary

In this activity, learners/readers consider various types of electronic text and its characteristics. They can work through the exercises as individuals or work in small groups.

## Aims

Within the context of promoting reading for pleasure, this activity aims:

1. To explore the relationship between the purpose of a text, the “audience” it is written for, and appropriate language use.

## Objectives

By the end of this activity, learners/readers will have:

- Identified and “translated” some common abbreviations used in text messaging;
- Considered a variety of purposes of email and appropriate use of language; and
- Analysed text from the web to identify its purpose.

## Method

This activity is designed for learners/readers working independently or in small groups, supported by a teacher, tutor, trainer or learning facilitator.

## Resources

Worksheets, access to use of email on a laptop or PC with an internet connection, access to the internet.

## Context/background

This activity looks at ways in which text is now commonly written for pleasure and for business purposes. It encourages discussion about the use of abbreviations in text messages and emails. Where possible, encouraging learners/readers to extend this activity by using text and email to communicate with one another would help develop confidence in the medium, or build on existing confidence in one medium to extend it to another. In informal messages such as text, and some email, spelling and typing mistakes are not considered unacceptable – the learning facilitator will need to discuss with the individual/group to reach a consensus about the levels of accuracy they wish to achieve.

## Text Type: Text messages, email and the internet

Work through these exercises – talk to your tutor or learning facilitator if you are not sure, or work with a small group. At the end, check your answers with your tutor or learning facilitator.

### Text

1. Do you use text to send messages with your mobile phone? You may know some of the short forms (abbreviations) that people often use in text.

Example: **TTFN** is short for **Tata for now**. This is an informal way of saying goodbye between friends.

2. Look in the box below and join the short form with its meaning with an arrow →

Text Talk	
Before	By the way
LOL	Talk to you later
GR8	B4
BTW	Mate
TTFN	Tata for now
TTYL	Got to go
G2G	See you later
CUL8R	Great
M8	Laugh out loud
TXT	Text

3. Can you add any more to the list?
4. Do you use these short forms yourself? What about your friends and family?
5. List the people you send text messages to:
6. Are there some people you would NOT send a message to using short forms?

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### 7. What does this message mean?

People use short forms in text messages and other writing when:

- They are writing to someone they know well or quite well, and
- The message is about something 'social' not official.

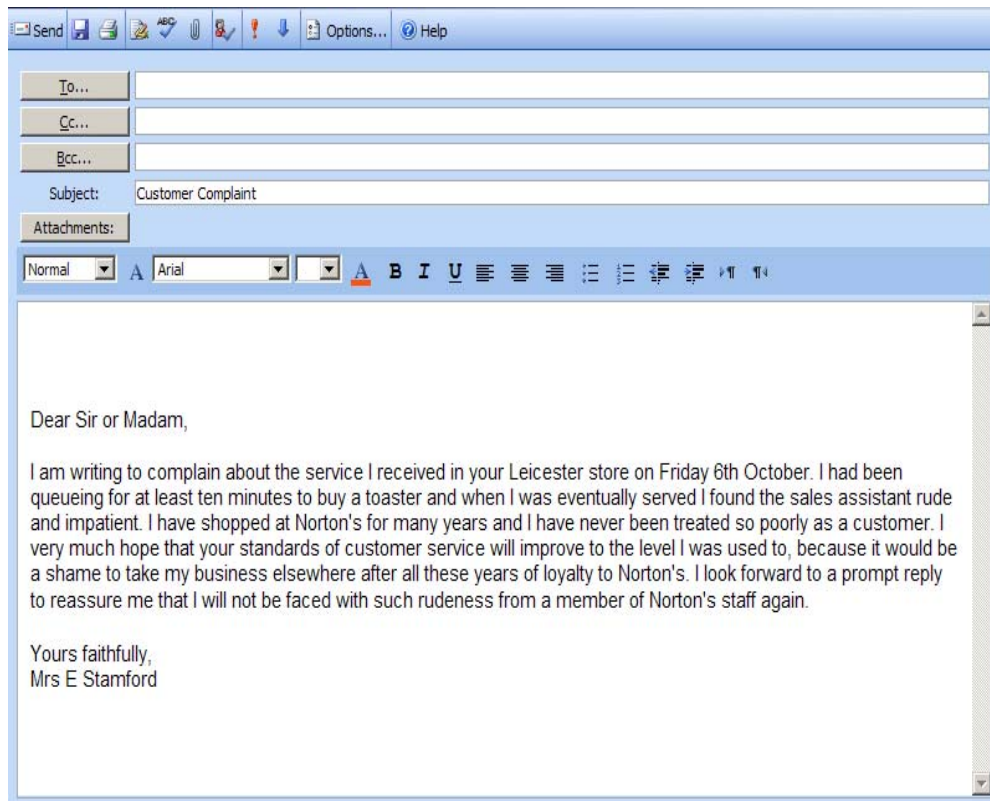
People use short forms in informal messages.



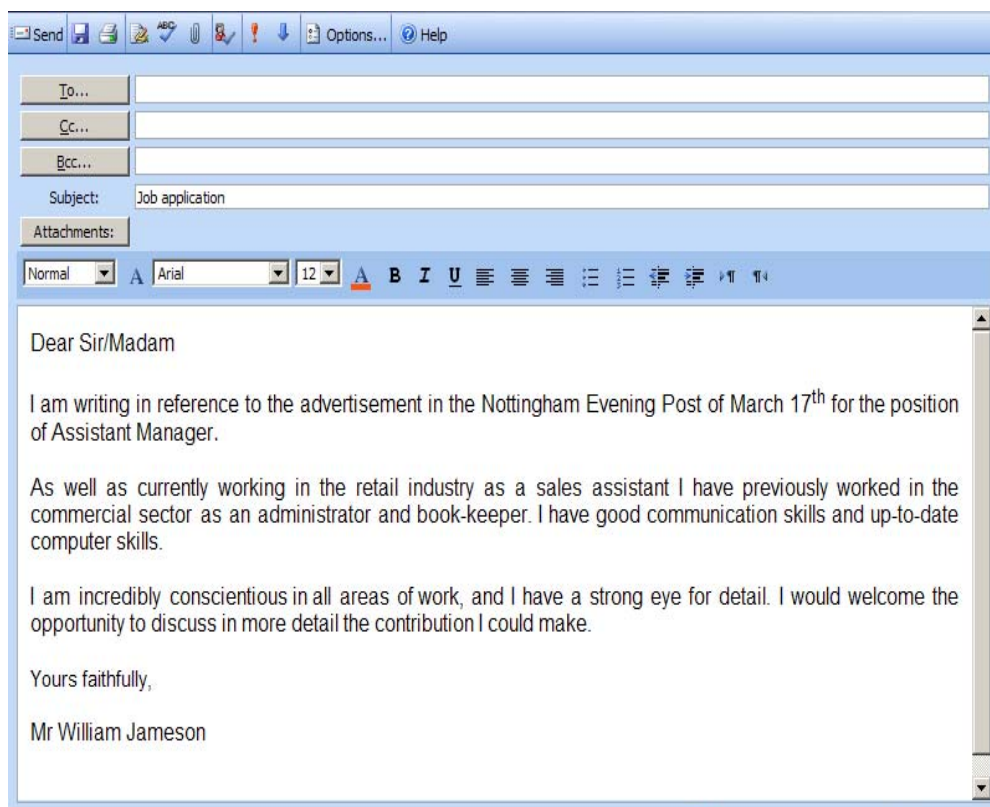
### Email

Email (or E-mail) is short for "electronic" mail. Emails are now used very often instead of letters. Email is fast and cheap.

1. List some reasons why people send email. One example could be:
  - To ask for information about a holiday.
2. Do you have an email address? Why do you use email? Who do you send email to?
3. Look at the email on the next page. Why did Mr Jameson write it? What is the purpose of the email?
4. Was Mr Jameson writing to someone he knows? How do you know?
5. Is the language he uses formal or informal?
6. Circle the parts of the email that show the purpose.
7. Underline the parts that show you if it is formal or informal.



8. Now look at this email. What is its purpose?



## 9. Is it formal or informal? How do you know?

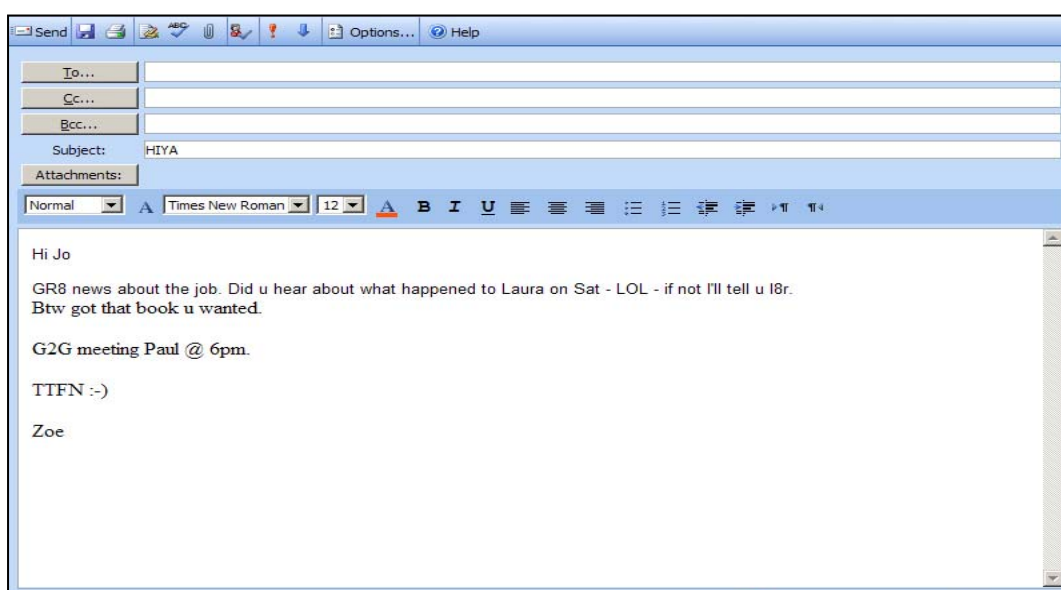
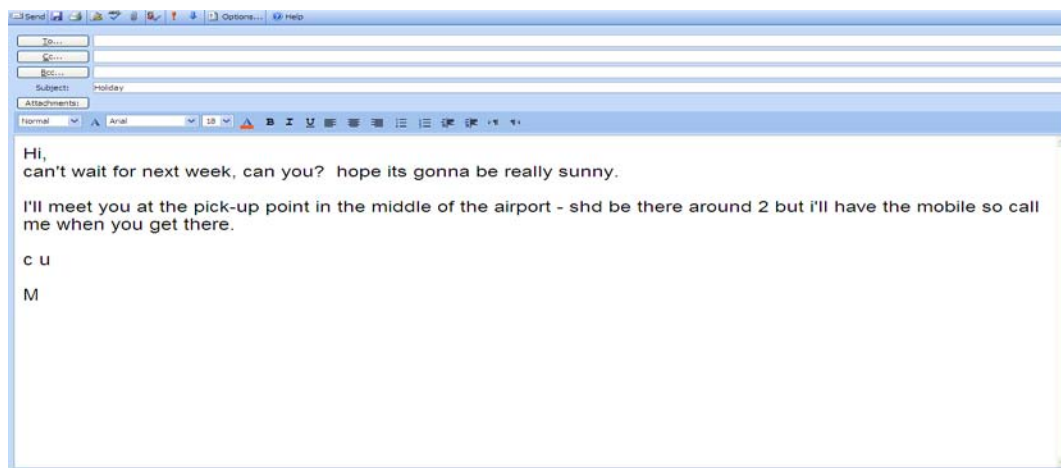
People use formal language when they:

- write to someone they don't know or don't know very well; and
- write about something official, not 'social'.

In email, people can use the same formal language as they use in letters, such as:

- Dear Sir or Madam
- Yours faithfully

People do not use short forms very often in formal language.



Some work emails are quite informal now. They might use a mixture of the language we have looked at in these emails, starting with

- Hi

and ending with something like:

- Best wishes

- 10.** If you have an email account, practice sending some messages to your tutor or learning facilitator using more formal language.

## The Reading for Pleasure suite of materials:

- CPD modules: Reading for pleasure in a number of contexts
- Storytelling: CPD unit with lesson ideas
- Families, Learning and Storytelling: Using archives for community cohesion
- Take Your Partner: Engaging emergent adult readers
- Technology and Reading: How to use blogs, wikis, iPods and e-books to promote reading
- Putting two and 2 together: Creating a bridge between literacy and numeracy learning
- Resources for libraries: Guidance on how to engage families to read for pleasure