

Lesson 07: Formal and Informal Communication

Warm-up Questions:

What do you think is the most important factor for good communication?
When do you use formal communication? Informal communication? Which is more comfortable?
Do you prefer to talk or listen during a conversation?

Different communication styles

Formal	Informal	Passive	Aggressive
<ul style="list-style-type: none"> - Standard English that is grammatically correct - Avoids slangs and clichés - Avoids contractions 	<ul style="list-style-type: none"> - Substandard English - Uses slang and improper grammar - Uses contradictions 	<ul style="list-style-type: none"> - Indirect - Considered polite - Could be too vague or indefinite 	<ul style="list-style-type: none"> - Direct - Could be rude - More clear and forceful

Stand up. Direct, Command, Aggressive
Stand up, please.
Could you stand up?
I was wondering if you could stand up. Indirect, Polite, Passive

Indirect Question/Statement:

I was wondering... Would you mind... I'm not sure...
Could you tell me... Can I ask... I don't know...

Are you from Busan?
I was wondering if you are from Busan.

Do you like coffee?
Could you tell me if you like coffee?

How was the meeting?
Do you mind telling me how the meeting was?

Where do you live?
Can I ask where you live?

Practice: Rewrite the question into indirect questions

1. What do you do?
2. Do you enjoy your job?
3. Why are you studying English?
4. How often do you study English?
5. Where do you live?
6. Could you describe your neighborhood?
7. Where will you go for your next vacation?
8. Can you recommend a good place to visit?
9. What is your hobby?
10. Do you want to learn a new skill?