FOREIGN LAGUAGES DEPARTMENT

Chapter 3: Types of texts/documents

Objectives of chapter III

Students will have overview and deep insights of:

Types of texts/documents

Characteristics of language of the texts

NEWSPAPERS

Journalistic texts are a type of text that has the function of providing current information (news, reflecting public opinion, information, advertising...) & social adjustment.

> Journalistic texts aim at rational communication & impact on the mass media

NEWSPAPERS

Newspapers are information products about events & issues in social life expressed in writing, images, & sounds that are created, periodically published, released, & transmitted to the public through the media.

Its types are: Print newspapers, Visual newspapers, Audio newspapers, & Electronic newspapers.

- Journalistic language style divided into two types:
+ Writing format: short news pieces, newspaper articles, advertising samples...
+ Verbal forms: daily news, information, advertising...

Press language is used to announce domestic & international news, reflect the newspaper's political opinions & public opinion, to promote social progress.

Journalism language is used in typical genres such as news, skits, reports... There are also advertisements, readers' letters, current affairs commentaries...

> Each genre has its own requirements for language use. .

The characteristics of journalistic language style

- Current news information,
- Fighting,
- Persuading,
- Educating,
- Attractiveness,
- Brevity,
- Popularity,
- Stereotyping,
- Specificity,
- Expressiveness

Characteristics of journalistic language

- Regarding vocabulary, commonly use proper nouns (referring to people and places); Use classes of words with special structures to express emotions & expressive colors (ex. economic sanctions, opportunities & challenges, retaliation, peace...)...

- Regarding syntax & expression, flexibly use sentence types for each type of text (for example, sentences with missing subjects for news texts); Use different font sizes, font styles, colors, backgrounds, & non-verbal elements: pictures, tables, graphs to represent information.

NARRATIVE PROSE

Narrative Prose - the most common form of written language, & it encompasses a wide variety of texts, including novels, short stories, essays, articles, screenplay & more.

A narrative text has four parts: orientation, complication, climax, & resolution (Sadler & Hayllar, 2004).

The orientation is considered as the beginning of the introduction of the text. It tells or introduces the readers about the character(s), the time, the place, & the direction of the story.

The general characteristics of prose

Narrative texts: - having narrator, - personality, - oriented, - having epical, lyrical & educational themes, - having indirect message delivery, - having narrative structure, - being written in the form of myths, story, tale, play or drama.

- It is written in sentences & paragraphs, rather than in verse; not organized into rhyme or meter; not have a set rhythm or pattern.

- It is composed in a natural & conversational style.

- It uses descriptive language to create a sense of setting, character, & mood.

- It can be fiction or non-fiction.

- It can be serious or humorous.

- Prose can be further divided into categories such as poetry or drama, & it can also be categorized by its purpose, such as fiction or non-fiction.

- Prose can be divided into different types of writing, such as short stories, essays, & articles.

Linguistic characteristics of narrative prose

- Prose completely lacks the rhyme structure *(that most poetry has).*

- Prose contains entire sets of complete sentences & has strict grammar, creating paragraphs and ignoring the aesthetics of poetry. *(Poetry always has a prescribed rhythm, rhyme & length.)*

The language features of narrative text
are nouns, adjective, verb, & time word.

*- Nouns explains about the specific characters &
places in the story.*

*- Adjective that provide description of the
characters & setting. Third, verb that show the
action that occur in the story.*

Poetry

Poetry - a type of literature typically written in verse using figurative language, language with different meanings to give multiple shades of meaning to a word or a phrase.

In other words: **Poetry -** literature that evokes a concentrated imaginative awareness of experience or a specific emotional response through language chosen & arranged for its meaning, sound, & rhythm.

Examples of structured poetic forms include *haikus, limericks, & sonnets.*

Types of poetry

Each type with its own unique characteristics & thematic focus.

Lyric Poetry

Lyric poetry is a deeply personal & emotional form of expression conveying their innermost thoughts, feelings, & experiences; creating vivid imagery & evoking powerful emotions in the readers; exploring themes of love, loss, nature, & self-reflection; embracing the beauty of language and the musicality of words.

Epic Poetry

Epic poetry is a grand and immersive form that narrates heroic tales, legends, and historical events. These epics capture the imagination with their sweeping narratives, larger-than-life characters, and extraordinary feats. Through epic poetry, poets transport us to ancient times and distant lands, recounting legendary battles, heroic quests, and the triumphs and tragedies of civilizations past.

A sonnet - a type of poetry that traditionally consists of fourteen lines structured in a specific way. Its rhyme scheme usually follows the form of ABAB CDCD EFEF GG, although variations are not uncommon.

Sonnets typically focus on one or more themes & have an elevated, formal tone expressing emotion, love, or philosophy.

Dramatic poetry: Presenting a story through dialogue & monologue, often in the form of a play or dramatic monologue

Styles for English Poems

Realistic poetry: Poetry focuses on describing the surrounding world accurately & objectively.

 Ex. *"The Road Not Taken"* by Robert Frost.

Expressive poetry: Poetry focuses on expressing the writer's feelings & subjective experiences.

 Ex: *"Ode to a Nightingale"* by John Keats.

Symbolic Poetry: Poetry that uses symbols & images to convey meaning.

 Ex: *"The Love Song of J. Alfred Prufrock"* by TS Eliot

Surrealist poetry: Poetry that uses language & images to create a new, illogical world.

 Ex. *"The Waste Land"* by TS Eliot.

The elements of poetry structure

Meter, rhyme, stanza, verse, scheme

These elements may include: voice, diction, imagery, figures of speech, symbolism & allegory, syntax, sound, rhythm & meter, & structure

Language in poetry

The language used in poetry belongs to the typical language group, it is normal words in life, but has been encoded by the author, so that it carries one or more other meanings *(figurative meanings)* behind the literal meaning of the words. It is these

The words in poetry are suggestive, sensual, & multi-meaning. The words in poetry tend to be provocative, requiring the reader to actively associate & imagine to fully understand the richness of the poem's meaning.

To portray images of people, scenes, etc., words, rhyme, rhythm, & rhetorical devices such as metaphor, comparison, personification, etc. are used.

Text of laws

Legal text/Legislation - documents prumulated by individuals, agencies or organizations with the sole purpose of regulating relationship in society.

Legal text refers to several types of text written for various purposes related to the law.

Including: Law book, Legal treatise, a publication containing all the law relating to a particular area.

Types of legal texts

Instrument: formal legal document that grants of a right, including Deeds, Willls, Mortgages, Contract, Trust…

Pleading: a formal statement by a party in the context of litigation: complaints, answers…

Documents: this applies to any other communication set to a permanent medium that is relevant to a legal issue: police report, letters, photographs…

Characteristics of language of laws

Legal language plays a crucial role in shaping the way laws are interpreted & applied. The characteristics of legal language are unique & complex.

Note: a poorly written contract with ambiguous language can lead to costly legal battles and uncertainty.

Formality Precision: Legal documents & contracts are drafted with meticulous attention to detail, leaving no room for ambiguity or misinterpretation.

> *Precision is essential to ensure that the intent of the law is accurately conveyed & implemented.*

- **Complexity & Technicality:** This complexity & technicality serve to create a barrier to entry, reinforcing the need for legal expertise in interpreting & applying the law.

- **Clarity Consistency:** Legal documents are in a way that a set of conventions, making it for legal professionals to & them. This helps to ensure that the law is applied & predictably.

Scientific text

Scientific texts - texts that reflect intellectual & cognitive activities, have the function of informing & proving in scientific activities.

> including: *in-depth texts* (scientific works, treatises, dissertations ,... *didactic documents* (textbooks, teaching materials, references...) & *popular documents* (articles, scientific announcements...)

General characteristics: scientific texts are abstract, general, precise, and logical because they are built with accurate & logical judgments & reasoning.

Linguistic characteristics

- Regarding words: precise, unambiguous, neutral in terms of expression, specialized terminology, using 3rd & 1st person plural pronouns

- Regarding syntax: use declarative sentences, & complex sentences with main & subordinate clauses

- Regarding structure & expression: coherent, concise.

Administrative Texts

* Administrative texts are documents used in organizational, management, & social operations, serving communication in the field of administrative & public service.

* Types: legal documents, professional documents, common administrative documents (applications, minutes, contracts, reports...)

* Administrative documents are normative, stereotypical, accurate, transparent, effective

Language characteristics of administrative texts

- Regarding vocabulary, commonly use proper nouns & word combinations that indicate proper names (indicating people, organizations, places); proverbs & words indicating the nature of official duties

> *Words are used accurately, strictly, with simple meanings, neutral in expression.*

- Regarding syntax & expression, only use declarative & imperative sentences, can combine simple & complex sentences, comply with regulations on structure, writing...

Revision

1. What are types of texts?

2. What are general characteristics of each type of text?

3. What are specific characteristics of each type of text?