

DIFFERENCE BETWEEN SPEECH AND WRITING

**COMMUNICATION SKILLS I
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INTRODUCTION

- When we talk about 'language', sometimes we mean speech (spoken language), sometimes writing (written language). How are they different? Of course, speech is spoken and heard, while writing is written and read.

AGE

- Speech goes back to human beginnings, perhaps a million years ago. Writing is relatively recent, however; it was first invented by the Sumerians, in Mesopotamia, around 3200 B.C. Since then, the idea of writing has spread around the world and different writing systems have evolved in different parts of the world

UNIVERSALITY

- Humans everywhere can speak. But before the Sumerian invention, people were non-literate. Even now there are many non-literate groups (e.g. in New Guinea), and many non-literate people in officially literate societies.
- Speech is universal but many people are unable to write.

ACQUISITION

- People everywhere start speaking during the first two years of life; many of the abilities involved are probably inborn rather than learned. Learning to write typically builds on learning to speak.
- Speech is acquired not learned, writing is a learned phenomena.

FORMALITY

- Communication may be formal or casual. In literate societies, writing may be associated with formal style and speech, with casual style. In formal circumstances (oratory, sermons), a person may 'talk like a book', adapting written style for use in speech. Formal and informal styles may be very distinct, e.g. in Arabic, and can virtually be different languages.

RETRIEVABILITY (RECORD)

- Until the invention of magnetic recording, speech could not be captured or preserved, except by fallible memories and by writing. But writing can be preserved for millennia. Its permanence has made possible such human institutions as libraries, histories, schedules, dictionaries, menus, and what we generally call 'civilization'.

COST

- Written expression is more costly than speech.
- Speech is free of cost.

FEEDBACK

- In written communication it takes time to get feedback.
- But in speech we can get immediate feedback.

FLEXIBILITY

- Spoken communication is more flexible and it can be changed immediately.
- But writing is less flexible and we can not make changes.

RELIABILITY

- Writing is considered as more reliable than speech.
- Spoken language, everywhere and always, undergoes continual change of which speakers may be relatively unaware. Written language, because of its permanence and standardization, shows slower and less sweeping changes; the spelling of English has changed much less than its pronunciation since Chaucer's time.

LEGALITY

- Written evidence is more used for legal documentations and it concerns legality more.
- We can doubt speech or speaker in legal processes but written evidences are always given much importance.

EFFECTIVENESS

- Spoken communication is more effective as compare to written communication.
- There are more accessories in speech like rhythm, stress pattern, accent, tone and rise and fall in pitch.
- In written communication only punctuation marks are used for expressions.

STRUCTURE

- Writing is more structurally complex and elaborated than speech.
- Use of more difficult words and longer sentences in writing.

EXPLICIT

- Writing is more explicit, there are no repetitions. It is more clear and exact.
- Speech is sometimes more implicit and there can be chances of repetitions.

CONTEXT-DEPENDENT

- Writing is not context dependent, it is general and autonomous.
- Speech is context-dependent.

MORE INFORMATIVE

- Writing is more informative than speech.

MORE ORGANIZED

- Writing is more organized and planned than speech.

THANK YOU