



# Instructions for Task 04

**Deadline:**

**2300 cet, Monday 11 July 2022**

## Specification of task

The **GENRE** is:

**a formal, written report with recommendations for action**

### TEXT PRODUCER(S):

You are writing on behalf of the student representatives serving on the commission that has looked into the problems faced by students of English at Saarland University due to the sudden shift to remote and hybrid learning in the wake of the COVID-19 crisis.

### TEXT CONSUMER(S):

Your text will be read by the University Senate. (You are *not* writing them a letter, though!)

### GENERIC STRUCTURE POTENTIAL:

After giving a brief introduction (so the reader knows what the purpose of the text is), you should take a small number of relevant issues, describe each one, and make recommendations about improvements that could (and should) be implemented. The recommendations can be made immediately after each issue you discuss, or else placed all together in a separate section at the end.

### EFFECTS OF TENOR:

Your readers are your superiors, and because you do not know them personally, you should not use "I" or "you" (although "we" might perhaps be possible, because you are writing on behalf of a group of people). Do NOT use any contracted forms (e.g., do not write "doesn't", but instead write "does not", etc.). Do not use elliptical sentences. Do not use emotional language. Do not write "a lot of students"; write "many students" instead. When you come to the recommendations, you could write in the passive voice, for example, to avoid making things sound too personal ("it is recommended that X be done/ that X should be done"; or else: "we recommend/ the student members of the Commission recommend/ the Commission recommends that X (should) be done/ that Y (should) do X"). You can also use nominal style ("the Commission recommends reducing the number of examinations/ recommends the introduction of a new system of ...", etc.). You are an expert, and so are your readers; and you are both experts in the same field, so you do not need to explain the main technical terms before using them.

### EFFECTS OF FIELD:

The technical terms come from the field of higher education, and will probably not pose any significant lexical difficulties for you. But what about grammar? Because you are describing the typical problems faced by large numbers of students, you will be likely to use simple present tenses (with 'action' verbs, for example), rather than continuous/progressive forms or simple past tenses (because you are not describing something happening right now, and you are not telling a story about a particular thing that happened in the past). There are likely to be many 'relating' verbs (*be, constitute, comprise, etc., etc., etc.*). If there are 'sensing' verbs (representing mental processes), then the Sensors are likely to be either the students, their teachers, or the members of the commission.



## EFFECTS OF MODE:

The medium is 'written language' and the channel is 'visual': this is a text that is to be read with the eyes, silently. The reader will not have the feeling that someone is 'speaking'. This means that you will have to be careful to make sure that new information is placed at the end of a clause or sentence, where the reader expects it. Do not assume that the reader will be always be able to (mentally) place the 'main stress' on a lexical item which is in the middle of a clause or sentence.

## OTHER POINTS TO NOTE:

The "linking adverbs" in the text are likely to be similar to those used in an analytical exposition: mainly adversative and causal.

You are allowed to explicitly label the stages of your text, i.e. section headings are possible and perhaps even advisable.

Remember that the readers of your text are busy professionals – express yourself concisely and succinctly.

## TEXT LENGTH:

Please do not write more than two pages altogether!

## Formatting instructions

1. Use wide page-margins all round (ca. 2.5 cm top, bottom, left, and right) with 1.5 line-spacing and 12pt type.
2. Send one copy of your work in .doc, .docx, .odt or .pages, and a second in .pdf format, if possible.
3. Name your file according to the following pattern:

**2201WE3Task04\_SURNAME.docx** and/or **2201WE3Task04\_SURNAME.pdf**

e.g., if Roberta Spende were one of the students:

**2201WE3Task04\_SPENDE.docx** and/or **2201WE3Task04\_SPENDE.pdf**

4. In the page header, which will appear on every page, put your **name**, immediately followed by "Written Expression Group 3 SoSe 2022 Task 4" **all on the same line**
5. At the top left of the first page (not in the page header), type (single line-spacing, small type!):

Your name and matriculation number  
Which course it is and which semester  
Which group you are in  
Which task it is  
The title of your work

e.g. it might look like this:

Roberta SPENDE 1167928  
Written Expression SoSe 2022  
(Group 3)  
Task 4:

Report of the Student Members of the COVID-19 Remote Learning Commission

Then immediately start a new page and begin writing your report. Please keep your report short – no more than two pages, in addition to the (blank) first page where I will write my comments.

