

# VOICE AND TONE

Voice is the unique style and word choice an author uses to express his or her personality in writing. Each writer's voice is different.

Tone is the feel of the writing piece. Is it sarcastic? Factual? Loving? Encouraging? Or many other options.

## **VOICE:**

### **Organization**

The way authors organize their thoughts shows what they consider important, and therefore has an effect on their voice.

### **Word Choice**

Authors' word choice is also important. Take the words "run" and "charge" for example. Both have similar definitions; however, each convey a certain attitude this leads to having voice.

## **TONE**

Tone has to do with the authors' feelings about their topic. It also has to do with the audience of the paper. Authors will choose different words if they are addressing a group of elementary school children as opposed to a group of college graduates.

Please refer to the "Understanding Your Audience" handout for more information on this topic.