

Formal and Informal Writing

Formal writing:

Is clear and to the point
Has a more serious tone
Uses correct grammar and punctuation
Uses specific vocabulary for the subject
Often uses complex sentence structures

Informal writing may (but not in all cases):

Have a more 'chatty' tone (conversational e.g. kind of, so...)
Use more contractions and abbreviations (e.g. it's / TV)
Use text-style words (e.g. lol)
Use clichés (e.g. raining cats and dogs)

As a general rule all the above **should not** be used in formal writing.

Remember: The style in which you write is specific to your reason for writing and the audience you are writing for. In some circumstances a **formal** style of writing is appropriate or expected and in others a more **informal** style can be used.

Formal writing:

Essay for school

Report

Information text



Informal writing:

Diary

Text Message



Formal or Informal writing:

Letter

Email

Story



Can you think of any more examples?