

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



Text message
Diary

Formal or Informal Writing



Letter
Email
Story

Can you think of any more examples?