**Dressing Up Your English - Formal Language**

**Formal English!** This is the language you'll use in academic papers, business emails, presentations, and other situations where you want to sound professional and respectful. Here are some key features:

* **Vocabulary:** Reach for precise and sophisticated words.
  + **Formal:** Utilize, facilitate, elucidate (explain), home, office,
  + **Informal:** Use, help, explain, my/your place

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| Formal English | Informal English | Sentence |
| Utilize | Use | We will **utilize** the latest technology to complete the project. |
| Facilitate | Help | The instructor will **facilitate** a discussion on the topic. |
| Elucidate (Explain) | Explain | The professor **elucidated** the complex theory in clear terms. |
| Attire | Clothes | Please wear appropriate **attire** for the interview. |
| Commence | Start | The meeting will **commence** at 10:00 AM. |
| Conclude | Finish | We can **conclude** that further research is needed. |
| Acquire | Get | I need to **acquire** some new software for my computer. |
| Inquire | Ask | May I **inquire** about the deadline for this assignment? |
| Residence | Home | I'm inviting you to a party at my **residence**. |
| Residence (alternative) | Place | We can meet up at your **place** later. |
| Beverage | Drink | Would you like another **beverage**? |
| Consume (Eat) | Eat | The **consumption** of pizza! |
| Monetary/finance | Money | I don't have enough **monetary units** to buy that. |
| Acquire knowledge | Learn | I hope to **acquire knowledge** from this course. |
| Individual | Person | Each **individual** is responsible for their own work. |
| Transportation | Travel | How will you **utilize transportation** to get to the conference? |
| Slumber | sleep | I think I'll **commence slumber** now, I'm exhausted. |

* **Sentence Structure:** Use complex sentences with varied structures and dependent clauses to show your writing prowess.
  + - **Formal:** "Having carefully considered all the options, we have decided to proceed with plan B."
    - **Informal:** "We thought about it and want to go with plan B."

**Formal vs. Informal English: Sentence Structure**

This table provides examples of formal and informal sentence structures:

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| Formal English | Informal English | Example |
| Complex Sentence with Dependent Clause | Simple Sentence | **Having carefully considered all the options,** we have decided to proceed with plan B. |
| Passive Voice | Active Voice | The report **must be submitted** by Friday. |
|  |  | We **need to submit** the report by Friday. |
|  |  | The meeting **was postponed** due to unforeseen circumstances. |
|  |  | They **postponed** the meeting because of something unexpected. |
| Subjunctive Mood (Expresses possibility or recommendation) | Indicative Mood (States a fact) | It is imperative **that we start** the project immediately. |
|  |  | We **need to start** the project right away. |
|  |  | It is recommended **that you take** a break. |
|  |  | You **should take** a break. |
|  |  | I suggest **we postpone** the meeting. |
|  |  | Why don't we **reschedule** the meeting? |
| Formal Pronouns ("one," "we") | Informal Pronouns ("I," "you," "we") | In this instance, **one** should consider all the factors before making a decision. |
|  |  | You should really think about everything before you decide. |

* **Grammar:** Stick to proper grammar usage. Avoid contractions ("do not" vs. "don't"), fragments, and slang.
* **Pronouns:** Be less personal. Use "one" or "we" instead of "I" or "you" when appropriate.
  + **Formal:** "One should always consider the consequences before acting."
  + **Informal:** "You should always think before you do something."
* **Tone:** Strive for objectivity and neutrality. Avoid expressing strong opinions or emotions.

**Bonus Example:**

* **Formal Report:** "The data demonstrates a significant correlation between increased exercise and improved cognitive function in older adults."
* **Informal Conversation:** "Dude, working out really helps your brain stay sharp even as you get older!"

**Casual English - Relaxing Your Language**

**Let's loosen up!** Informal English is for everyday conversations with friends, family, and casual social settings. Here's how to sound natural and friendly:

* **Vocabulary:** Use everyday words and even some slang (be mindful of the audience!).
  + **Formal:** Utilize, facilitate
  + **Informal:** Use, help, hang out (slang)
* **Sentence Structure:** Keep it simple and short. Don't worry about complex structures here.
  + **Formal:** "Having carefully considered all the options..."
  + **Informal:** "We thought about it..."
* **Grammar:** Relax a bit. Contractions like "don't" and "can't" are perfectly acceptable.
* **Pronouns:** Be personal! Use "I" and "you" freely to connect with the listener.
  + **Formal:** "One should consider the options."
  + **Informal:** "You should think about it."
* **Tone:** Inject your personality and express your opinions (within reason!).

**Bonus Example:**

* **Formal Letter:** "Dear Sir or Madam, I am writing to inquire about..."
* **Informal Text:** "Hey Sarah, what's up? Wanna grab some coffee later?"

**Remember - Context is King!**

The key to mastering formal and informal English is knowing **when to use what**. Here's a quick guide:

* **Formal:** Academic papers, presentations, business emails, official letters, job applications.
* **Informal:** Text messages, emails to friends, social media posts, casual conversations.

**Remember:** Read widely, practice writing in both styles, and most importantly, have fun with the language!