**SDP V1.1\_HO3\_S6: Formal & Informal Styles**

Speaking is an important part of Communication. Most of us are capable but feel shy and hesitate. Practice is the only way to improve.

In Formal & Informal Styles of Communication you have understood the differences.

For example – If we have to say the same thing to a friend and to a teacher/Principal, our tone, words, body language etc will be different.

Write out the Conversation/Dialogue for the various scenarios given below.

You can even do a role play with a friend. Practicing will help you improve the skill.

**Exercise: Total Duration: 60 min**

**Formal: Duration: 30 min**

1. Call and talk to the HR, Talent & Acquisition team in TCS inviting them to your campus for placements.
2. Call to invite and explain about your College Fest. Call different colleges and ask to speak to the person concerned.
3. Prepare a Welcome Speech for your College Fest Inaugural Function.

**Informal: Duration: 30 min**

1. Call your friends to invite them to your sibling’s Wedding.
2. Talk to your cousin narrating your experiences during the College tour.
3. Speak to a batch mate who is leaving College to do another course.