

Top Secret

Edit: Mex

File No. 09

Date: 30/04/2023

Formal x informal writings

Formal and informal writings are two distinct styles of writing that are used for different purposes and contexts. Here are some differences between the two:

Formal Writing:

- Formal writing is used for professional or academic purposes, such as in business, legal, or academic contexts.
- It typically follows a specific structure or format, such as a letter, report, or essay, and is often written in a third-person perspective.
- The tone of formal writing is usually serious, objective, and professional, and it avoids contractions, slang, and colloquial language.
- Formal writing often includes technical vocabulary or jargon specific to the field or industry being addressed.
- It is typically reviewed for accuracy, precision, and adherence to formal conventions.

Informal Writing:

- Informal writing is used for personal communication or in casual contexts, such as in emails, text messages, or social media posts.
- It often follows a less structured format and is written in a first-person perspective.

- The tone of informal writing is more relaxed and conversational, and it often includes contractions, slang, and colloquial language.
- Informal writing may use abbreviations, emojis, or other non-standard language to convey tone or emotion.
- It is generally not reviewed for accuracy or adherence to formal conventions.

Examples of formal writing include academic essays, business letters, legal contracts, and scientific reports, while examples of informal writing include personal emails, text messages, social media posts, and casual blogs.

It's important to consider the purpose and context of your writing when deciding whether to use a formal or informal style. In professional or academic settings, formal writing is usually expected, while informal writing is more appropriate for personal or casual communication.