



Shamsul Haque Khan School and College

# English

Formal And Informal Writing

**Submitted By:**

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# Introduction

In order to state something or someone we usually write letters, paragraphs, essays etc. In general, we see two way the topic is presented. They are:

1. Formal
2. Informal

Within these two main way people communicates with other people or organization. Understanding these crucial styles of presenting a topic in front of someone is important and crucial at the same time. Considering that case, there are two prior ways of writing. They are:

1. Formal Writing
2. Informal Writing

We usually write letters, research papers, essays, theses, reports, proposals, emails, contracts, arguments. Within the context of their content, formal and informal exposes itself.

# Formal Writing

Formal writing serves as the cornerstone of effective communication in a variety of professional and academic settings. When writing important business proposal, reports, contract, theses, research papers we use formal writing as the way to communicate. Example of formal writing would be:

“Dear Sir, I am writing to inform you a slight delay in completion of the project Full Stack Academy. We anticipate finishing it at the 1<sup>st</sup> august.”

Here, the writing started with “Dear Sir” instead of “Hey sir” to represent him/her formally and professionally.

There are some structures which determines if a content is Formal or not. Given below are those rules and regulation:

- Word choice and tone must be polite.
- Less frequent usage of first and second-person singular pronouns.
- Use of cohesive devices.
- Use of positive and literal language and academic vocabulary
- avoiding repetition and over-generalization
- use of proper spelling, grammar and punctuation
- contractions, cliché, colloquial diction and abbreviations are generally avoided
- sentences are elaborated and concluded
- long sentences (complex and compound) are common
- less frequent use of idioms and phrases, and; single-word verbs are preferred to phrasal verbs
- no emotional language
- no statistics without proper reference
- full of objectivity and impersonal style
- have references to support the argument

# Informal Writing

Informal writing is like having a conversation with a friend. It's relaxed, friendly, and all about getting your point across in a way that feels natural. Imagine you're texting your friend about grabbing coffee.

Here's an example of informal writing:

“Hey Tahsin, want to grab coffee later? Feeling like a caffeine fix!”

Here the structure of the sentence is more friendly and has personal connection. Hence it is an Informal writing. In an informal writing style, a personal and emotional tone is used, and the reader is directly referred to by the words “you” or “your”. It is used when writing personal emails, texting and letters to friends and family. It is a direct form of writing which uses:

- contractions, abbreviations and short sentences
- ordinary, short and simple sentences
- personal and subjective mode
- first and second-person pronouns

# Difference

Formal and informal writing are two sides of the communication coin. Formal writing strives for precision and clarity, like a perfectly pressed suit. It utilizes complex vocabulary, complete sentences, and a neutral tone to ensure the message is understood exactly as intended. Imagine a scientific report - it lays out facts and avoids personal opinions to convey information objectively.

Informal writing, on the other hand, is like slipping into your favorite jeans. It's relaxed and conversational, using contractions, slang, and even emojis to create a friendly atmosphere. Sentences might be shorter and first-person pronouns like "I" and "you" are common. Think of a text message to a friend - it's all about getting your point across in a way that feels natural and personal.

The End

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