

Lesson 3. Handy Tips: Formal / Informal

- There are three main styles (registers) in writing: formal, neutral (semiformal) and informal. The latter is used when you write to a friend and looks like written oral speech.
- You can check a degree of formality of a certain word (formal/informal) in a dictionary. (Cambridge Dictionary / Oxford Dictionary)
- When addressing a person for the first time in the business context, it is better to be formal than informal.
- Pay attention to how a person spells their own name and use the same spelling.
- Never use a full name addressing a person – it creates the impression of an automated message.

References

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