Formal and Informal Writing

Formal writing:

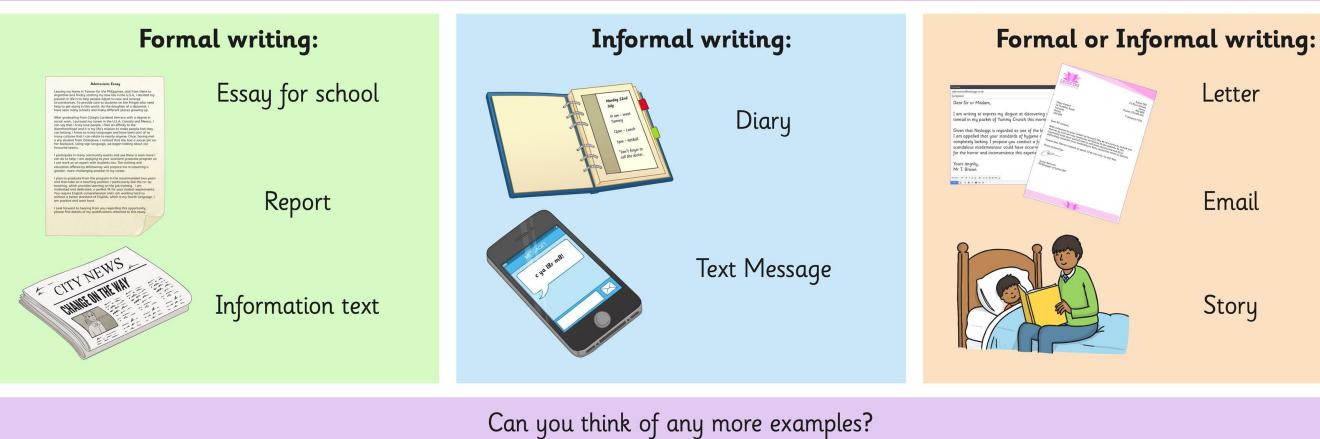
Is clear and to the point Has a more serious tone Uses correct grammar and punctuation Uses specific vocabulary for the subject Often uses complex sentence structures

Informal writing may (but not in all cases):

Have a more 'chatty' tone (conversational e.g. kind of, so...) Use more contractions and abbreviations (e.g. it's / TV) Use text-style words (e.g. lol) Use clichés (e.g. raining cats and dogs)

As a general rule all the above **should not** be used in formal writing.

Remember: The style in which you write is specific to your reason for writing and the audience you are writing for. In some circumstances a **formal** style of writing is appropriate or expected and in others a more **informal** style can be used.



REGENT STUDIE

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