

Formal and Informal Language

Levels of Formality

- Informal
- Semi-Formal
- Formal

Formal and Informal Language

Why...

- **Formal English**, to be able to read a book, give a business presentation or write an official letter.
- **Informal English** to understand and communicate with English speakers in everyday situations.

Formal and Informal Language

Formal English is used in “serious” texts and situations — for example, in official documents, books, news reports, articles, business letters or official

As the price of five dollars was reasonable, I decided to make the purchase without further thought.

Formal and Informal Language

Informal English is used in everyday conversations and in personal letters

It was, like, five bucks, so I was like “okay”.

Formal vs Informal Language

- **Formal language** is *less personal*
- It is used in writing for **professional or academic purposes**.
- Formal language does not use colloquialisms, contractions or first person pronouns such as 'I' or 'We'.
- **Informal language** is **more casual and spontaneous**.
- It is used when communicating **with friends or family** either in writing or in conversation.
- It is used when writing personal emails, text messages and in some business correspondence.
- The tone of informal language is more personal than formal language.

Formal and Informal Language: Differences

Formal English	Informal English
Used in official, literary, academic, etc. content.	Used in everyday, personal conversations.
Typically used in careful, edited writing	Typically used in “improvised” speech

Formal and Informal Language: Differences

Formal English

Sentences are **longer** and more **complicated**.

Ex: Toyota's US sales bounced back in March as substantial discounts helped to win back customers who had been shaken by the firm's mass safety recalls.

Informal English

Sentences are **simpler** and **shorter**.

Ex.: Did you see Toyota's sales figures? Looks like the discounts have actually worked..

Formal and Informal Language: Differences

Formal English

A huge number of words and phrases are used mainly in formal English. For example: *nevertheless, to disclose, to constitute, to undertake, daunting, impervious, anew, truly, solace, to enchant, frantically, sizeable, to clutch, heyday, as it happens, upsurge, retrieval*

Informal English

A huge number of words and phrases are used mainly in informal English. For example: *dude, freaking, uh-huh, nope (= no), to puke, trashy, grownup, awe some, to chill out, stuff, hard-up, to tick somebody off, to sell like crazy.*

Formal and Informal Language: Differences

Contractions

Informal: *The improvements can't be introduced due to funding restrictions.*

Formal: *Improvements cannot be introduced due to funding restrictions.*

Informal: *I don't believe that the results are accurate.*

Formal: *The results are not believed to be accurate.*

Informal: *The research project won't continue next year.*

Formal: *The research project will not continue next year.*

Formal and Informal Language: Differences

Slang/Colloquialisms

Informal: *The mob was very rowdy during the protest against cuts to university funding.*

Formal: *The crowd was very rowdy during the protest against the cuts to university funding.*

Informal: *Lecturers still count on students to use correct grammar and punctuation in essays.*

Formal: *Lecturers expect students to use correct grammar and punctuation in essays.*

Informal: *It was raining cats and dogs.*

Formal: *It was raining very heavily.*

Formal and Informal Language: Differences

First Person Pronouns

Informal: *I considered various research methods for the study.*

Formal: *Various research methods were considered for the study.*

Informal: *We believe the practice is unsustainable.*

Formal: *It is believed the practice is unsustainable.*

Informal: *During the interview I asked students about their experiences.*

Formal: *During the interview students were asked about their experiences.*

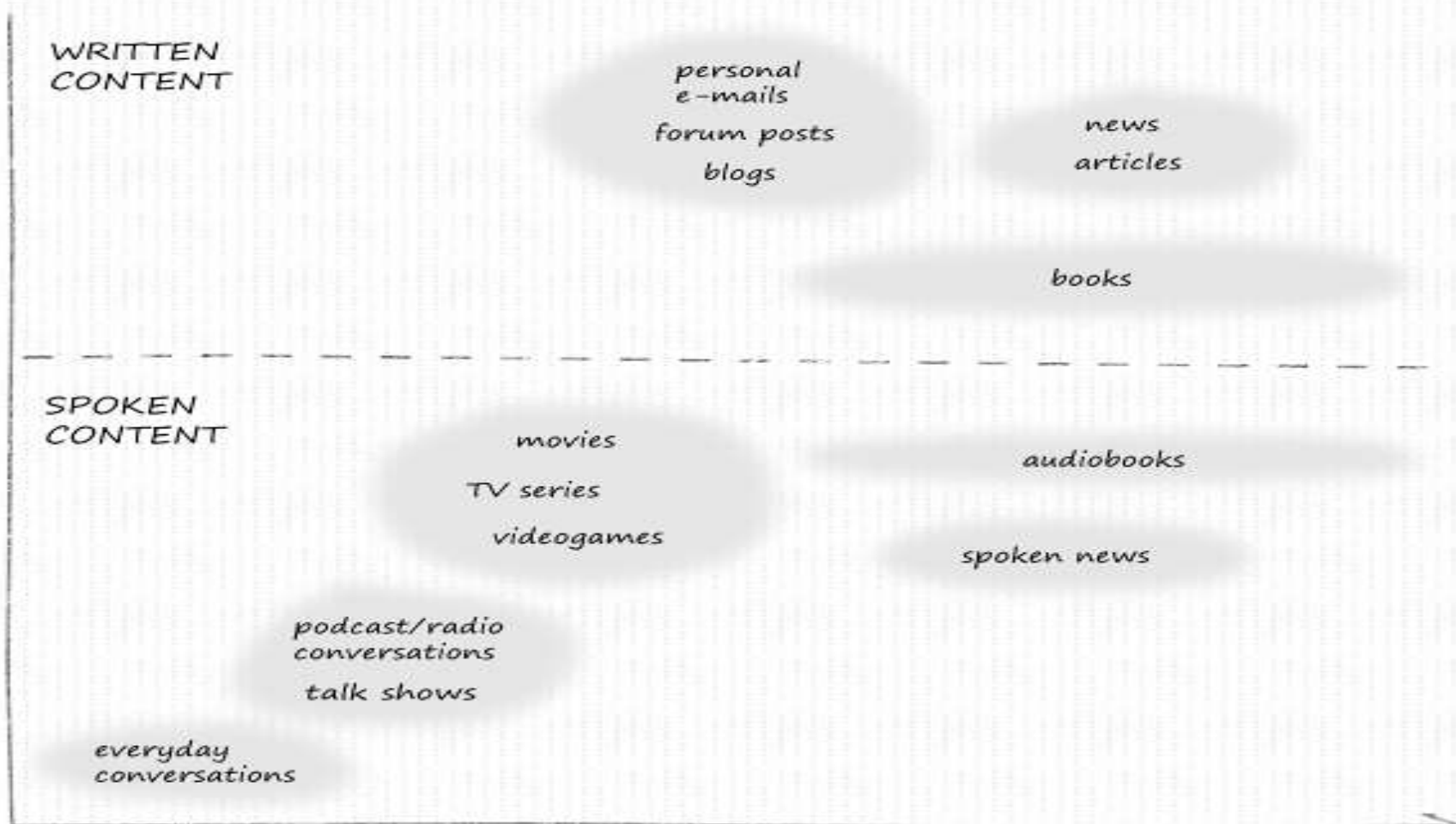
Formal and Informal Language: Differences in Vocabulary

Informal English	Formal English
say sorry	apologize
go up	Increase
go down	decrease
set up	Establish
bring about	cause

Formal and Informal Language: Differences in Vocabulary

Informal English	Formal English
ring up	call
show up	arrive
let	permit
So	Therefore/Thus
I think	In my opinion,

How to get Formal and Informal Inputs



INFORMAL LANGUAGE:

- conversational
- improvised
- simple sentences

FORMAL LANGUAGE:

- official, literary, academic, etc.
- edited
- complex sentences

Formal and Informal Language: Some Expression

Informal English	Formal English
Will	Would
Shall	Should
Can	Could
	May, might
	Please, kindly

Formal and Informal Language: Some Expression

Informal English	Formal English
Will you get a glass of water	Would you get me a glass of water
If you shall find a problem	Should you find a problem
Can you close the door	Could you please close the door
	May, might
	Please, kindly

Levels of Formality

➤ **Informal:**

Can you fetch me water

➤ **Semi-Formal:**

Can you please fetch me water

➤ **Formal**

Could you please fetch me water

Levels of Formality

➤ **Informal:**

Will you fetch water for me

➤ **Semi-Formal:**

Would you please fetch water for me

➤ **Formal**

Would you mind fetching water for me

Benefits of Formality

- Better Control of Human Resources
- Better Public Relations
- Edge over others
- Professional Growth

*Great Leaders are those who
use their Words Effectively*