

INFORMAL & FORMAL WRITING

INFORMAL WRITING

Informal Writing is writing which does not need a strong emphasis on grammar and spelling. Informal writing is writing which we do for our friends, families, and under contexts where a person of importance (receiving the writing) is not concerned with the mere surface-level concerns of the writing (again, grammar, spelling, and style).

FORMAL WRITING

Formal Writing is writing which needs a strong emphasis on grammar, spelling, and style, as well as format, organization, and other conventions. Formal writing is written for a specific audience, under specific circumstances which demand particular importance to clarity, coherence, and conciseness. The importance of monitoring surface-level concerns becomes extremely importance since such concerns tend to disrupt the reader in both physically reading the piece and their "train of thought."

EX:

Below are two examples.

Yesterday, I went to the park to hang out with a few friends. We ate some sandwiches. Then we flew a kite and even talked about old times. In the middle of the meal one of my friends pulled out a box and opened it. Inside was an engagement ring. We were totally amazed. He told us that he was determined to marry this girl that he'd been dating for awhile. The ring was awesome. The diamond was impressive. It was huge and bulky. Even my girlfriend said that was jealous and proceeded to ask me while I hadn't proposed to her. I felt bad but I told her that she should just be patient.

Yesterday, Jane, Jeff, Mike, Lindsey, Todd, and I went to the park for lunch. We flew a kite and talked about the past. While having lunch, one of my friends showed us an engagement ring for his girlfriend. The ring contained a massive diamond inside. After seeing the diamond, my girlfriend, Jenny, asked me while I had not proposed to her.

ANALYSIS

Notice how the second paragraph is much more clear (provides actual names of people instead of relying on pronouns, uses actual whole words instead of contractions, uses more appropriate and understandable language, and uses more conventional grammar), coherent (the thoughts are presented carefully and chronologically), and concise (cuts unnecessary details and works towards incorporating details which could be effectively combined). Because the second paragraph contains these qualities, we would consider it more formal than the first paragraph.