**FORMAL VS INFORMAL WRITING**

Formal Language

* Advanced Language
  + Advanced vocabulary

Eg. *well-organised/hospitable/elaborate/agreeable/interesting/thought-provoking/adroit/pleasurable/gratifying/fine* instead of *good*

* + Advanced syntax
    - Secondary clauses (time/relative/result/concession/reason clauses)
    - Inversion eg. *Never have I seen anything like this in my life before.*
    - Passive Voice eg. *The issue will be discussed in detail.*
    - Impersonal structures eg. *It has been argued that the current monetary policy is ineffective.*
    - Participle Clauses eg. *Being a conscientious objector, he refused to carry a gun during his military service.*
  + Linking Words
  + Indirect questions eg. *I was wondering how much the trip costs.*
* Address the reader using third person eg. one, the reader’s etc.
* Acknowledging the opposing viewpoint eg. *Nonetheless, there are those who are opposed to censorship arguing that it restricts freedom of speech.*
* Topic sentences to introduce the subject of each paragraph eg. *From a moral standpoint, criticizing someone who is not present can be considered malicious.*
* Well-developed paragraphs with valid arguments, justification and examples.
* References to other sources eg. *According to…., psycholinguistics is a fast-developing discipline.*
* Quotations or paraphrase by identifying the source eg. *As Barack Obama commented, he is willing to work with his opponents.*

Informal Language

* Colloquial words/phrases eg. kids, good, a lot etc.
* Contractions eg. isn’t, doesn’t, hasn’t, I’m not etc.
* First person singular eg. *I can’t say I agree with that.*
* Clichés eg. loads of
* Address the reader using second person’s pronouns eg. you, your etc.
* Abbreviations eg. TV, etc, eg…
* Imperative eg. *Call me as soon as you can.*
* Direct questions eg. *How much does the trip cost?*
* Active Voice eg. *They argue that this policy will not work.*
* Being subjective eg. *I strongly believe the opponents are wrong.*
* Phrasal verbs *eg. I can’t put up with his behavior any more.*
* Idioms eg. *He was over the moon about getting married.*