

## Formal and Informal Language

In order to write clearly and accurately you need to identify the difference between formal and informal English. Here is a list of some of the most characteristic features that differentiate formal and informal English.

<b>Formal</b>	<b>Informal</b>
<ul style="list-style-type: none"> <li>▪ <b>Words of Latin/French origin</b> <i>residence</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Words of Anglo-Saxon origin</b> <i>home</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Single-word verbs</b> <i>to arise</i> <i>to mount / to board</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Phrasal verbs, idioms with <i>get</i></b> <i>to get up</i> <i>to get on</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Formal Connecting words</b> <i>In addition, furthermore</i> <i>However, on the other hand,</i> <i>Therefore, consequently</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Informal connecting words</b> <i>And</i> <i>But</i> <i>So</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Impersonal constructions</b> <i>it is said that</i> <i>the price has been increased</i> <i>one never knows</i> <i>it can be argued</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Active constructions</b> <i>they say that</i> <i>they've put the price up</i> <i>you never know</i> <i>you can argue</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Abstract nouns</b> <i>Is happiness possible during unemployment?</i> <i>After clarification of the problem areas..</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Modal verbs, adjectives, clauses etc</b> <i>Can people be happy when they haven't got a job?</i> <i>When the bits everyone was getting wrong had been explained...</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Not ending with prepositions; use of <i>whom</i></b> <i>To whom were you speaking?</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Ending with prepositions</b> <i>Who were you speaking to?</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Complex sentences</b> <i>The student, who was late for class, sprinted across the ground.</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Simple sentences</b> <i>The student was late for class. He sprinted across the ground.</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Use of inversions for conditionals and emphasis</b> <i>Should you require further information, please contact ...</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Inversion sometimes used for emphasis</b> <i>Only then did I realise ...</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>No contractions in writing</b> <i>I will, we would</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Contractions is writing</b> <i>I'll, we'd</i></li> </ul>