

## ADA20S

## What is FORMAL Language?

- It is mostly used in writing.
- Writing for work and school should use formal language.
- It may sometimes be used in speaking.
- Never use contractions (don't) with formal language. Instead, write down both words (do not).

<b>Definition</b>
<ul style="list-style-type: none"><li>● <i>Language for serious or important situations or for talking to people we do not know well or who are very important.</i></li></ul>
<b>When to Use Informal Language</b>
<ul style="list-style-type: none"><li>● All written documents (emails, resumes, job applications...) to teachers, professionals, or people you do not know.</li><li>● Giving a speech.</li><li>● Notes and assignments for school.</li><li>● Work emails and other work communications.</li><li>● Formal events such as weddings or funerals.</li></ul>
<b>When Not to Use Informal Language</b>
<ul style="list-style-type: none"><li>● In a casual situation or setting, one should use informal speaking and writing.</li><li>● Speaking or texting/emailing friends would not use formal language.</li></ul>
<b>People</b>
<ul style="list-style-type: none"><li>● Teachers.</li><li>● Bosses.</li><li>● Your elders.</li><li>● A person with higher status;</li><li>● Important persons (the mayor of Ottawa or a police person);</li><li>● The Queen, Prime Minister, or President.</li></ul>
<b>Example</b>
<ul style="list-style-type: none"><li>● Hello, David. The soccer tournament this weekend should prove very exciting. Have a good afternoon.</li></ul>