



NAME \_\_\_\_\_ DATE \_\_\_\_\_

## FORMAL AND INFORMAL USES OF ENGLISH (MAKE OUT FORMAL FROM INFORMAL)

English language consists of words. These words are used to frame sentences spoken or written. Basing on the use English is broadly divided into two types:

1) Formal, 2) Informal. The use of formal or informal English depends on the person with whom we are talking or writing.

**Formal English:** Words are used in a familiar way in it. It is mostly used in written form. It is used when people you are addressing to are not known or related to you. It is used in serious situations. It is used in offices, books, newspapers, business and office letters. Contract forms and abbreviations should be avoided in the formal use.

**Examples:** Hello sir, Dear Mr. Nick.

Would you please lend me your book.

**Informal English:** This is mostly used in spoken form. Contract forms and abbreviations are used in it. It is used in relaxed situations and used to address the people you know well ie with friends, relatives and children. This makes the sentences short and simple and save time. Perfect grammar is not observed in its use. It is used in personal letters and emails.

**Example:** Hi, how are you. Howdy, guys.

Okay, I'll keep in touch.

Both formal and informal are also mixed for normal use in English.