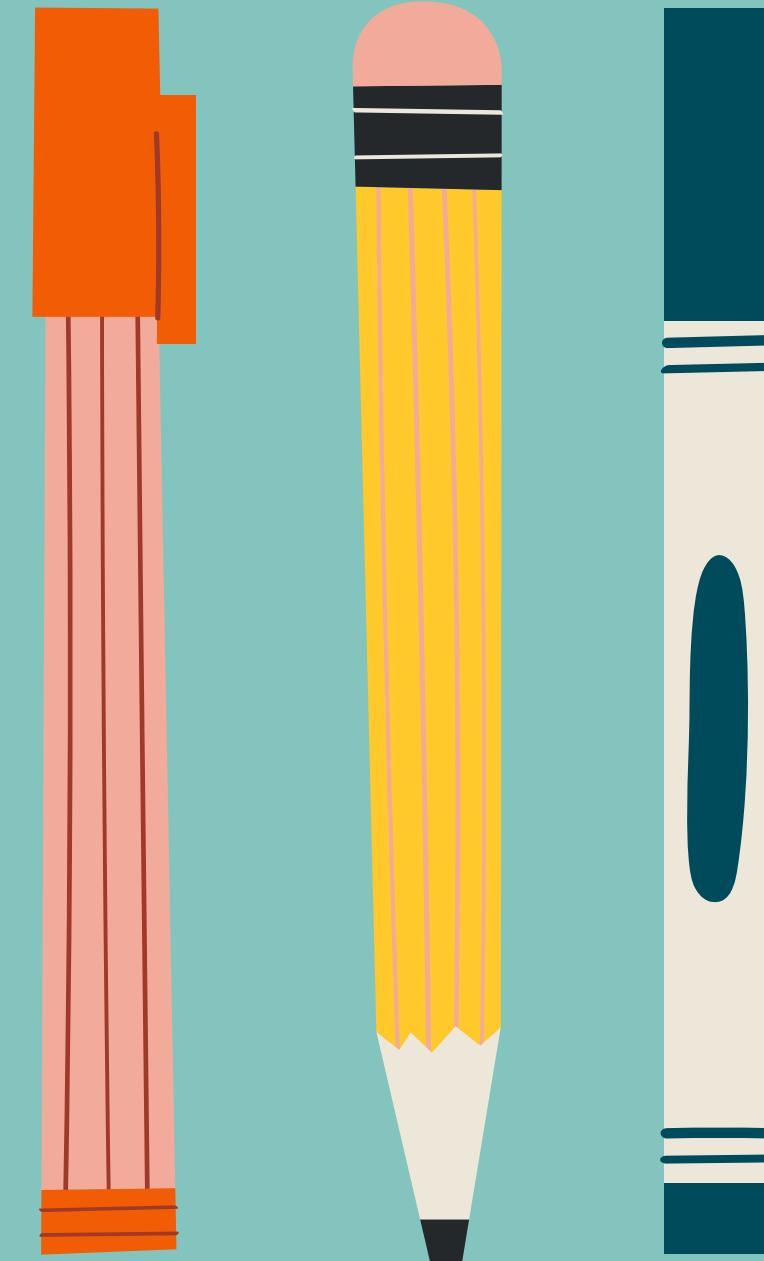


10/2/2024

FORMAL & INFORMAL WRITING



Today we are talking about “tone.”

The tone of writing is the **feeling** or **attitude** the writer shows through their choice of words.



Writing can be funny or serious.
It can be hopeful or not hopeful.



Formal Writing

Formal writing is a clear and organized way of writing used in schools, work, or official settings. It does not use casual language and follows grammar rules carefully.



Informal Writing

Informal writing is a casual way of writing, like when talking to friends. It can include everyday language, contractions, and sometimes even slang.

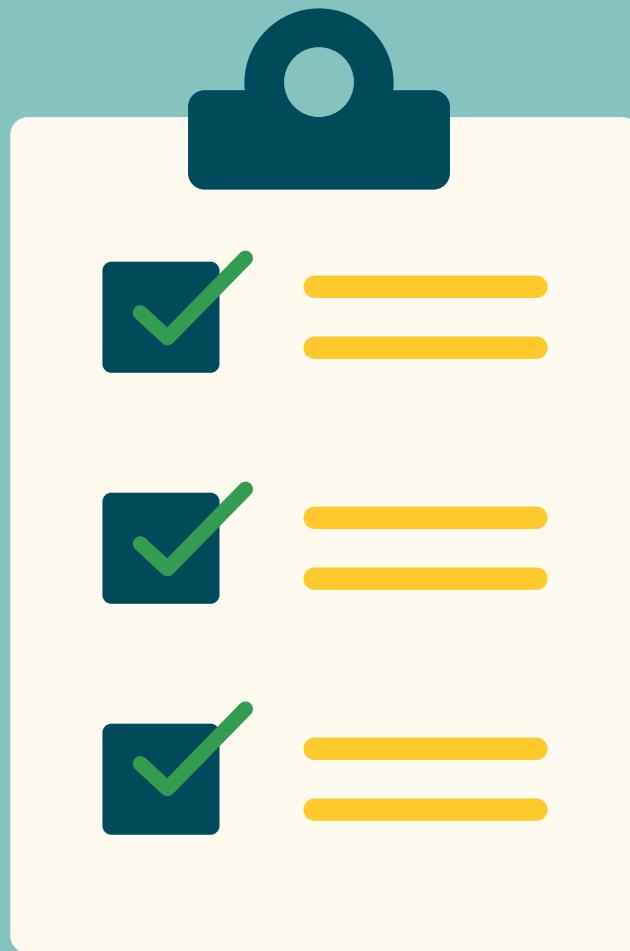
What are some examples of formal writing?

- Job Application
- Email to a large number of people for work.
- Legal proposal
- Speaking to a bank:
Loan application
- Letter to your Landlord
- Letter of complaint
- Letter to your child's teacher

What are some examples of informal writing?

- Text to a friend
- Inviting a friend or family member to get food.
- Asking for advice from a friend or family member
- Email to a friend at work asking them to get lunch

Formal Writing Checklist



✓ Perfect Grammar

- Little to no contractions (can't, shouldn't)
- No run-on sentences
- No slang
- No humor

✓ A polite tone of voice

- Written to an elder or boss
- Always says 'thank you'

✓ Clear and short

- Focused
- Professional

Examples

"Hey! So I saw there's a Marketing Coordinator job open where you work and I think I'd totally crush it there lol. I've been doing digital marketing for like 3 years now, ran some social media campaigns that went really well, engagement went up 20% so yeah, pretty happy with that 😅 Anyway, if you could refer me that would be awesome!! Lmk what you think!"

Examples

Dear Hiring Manager,

I am writing to apply for the Marketing Coordinator position at your company, as advertised. With three years of experience in digital marketing and strong communication skills, I believe I would be a valuable addition to your team.

In my previous role, I managed successful campaigns across social media platforms, increasing engagement by 20%. I am confident that my skills and dedication will contribute to the continued success of your marketing efforts.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]

Examples

Subject: Catch up on deadlines?

Hey [Supervisor's Name],

Do you have a few minutes this week to go over the project deadlines? Just want to make sure we're good on everything. Let me know when you've got a sec!

Talk soon,

[Your Name]

Examples

Subject: Meeting Request to Discuss Project Deadlines

Dear [Supervisor's Name],

I hope you are doing well. I would like to request a meeting to review the upcoming project deadlines. It would be helpful to ensure we are aligned and that all tasks are on track. Please let me know your availability at your earliest convenience.

Thank you for your time and consideration.

Best regards,

[Your Name]

Examples

So, funny story... my rent decided to take a little vacation this month 😬. I'm working on getting it back home, but it might take me until next week. Any chance I could get a bit of extra time? I promise I'll make it up to you with extra good vibes!

Examples

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you that I am facing an unexpected financial delay this month and will not be able to submit my rent payment on the due date. I kindly request an extension until [date], by which time I will be able to fulfill the payment in full.

I sincerely apologize for the inconvenience this may cause and appreciate your understanding. Thank you for your consideration.

Best regards,

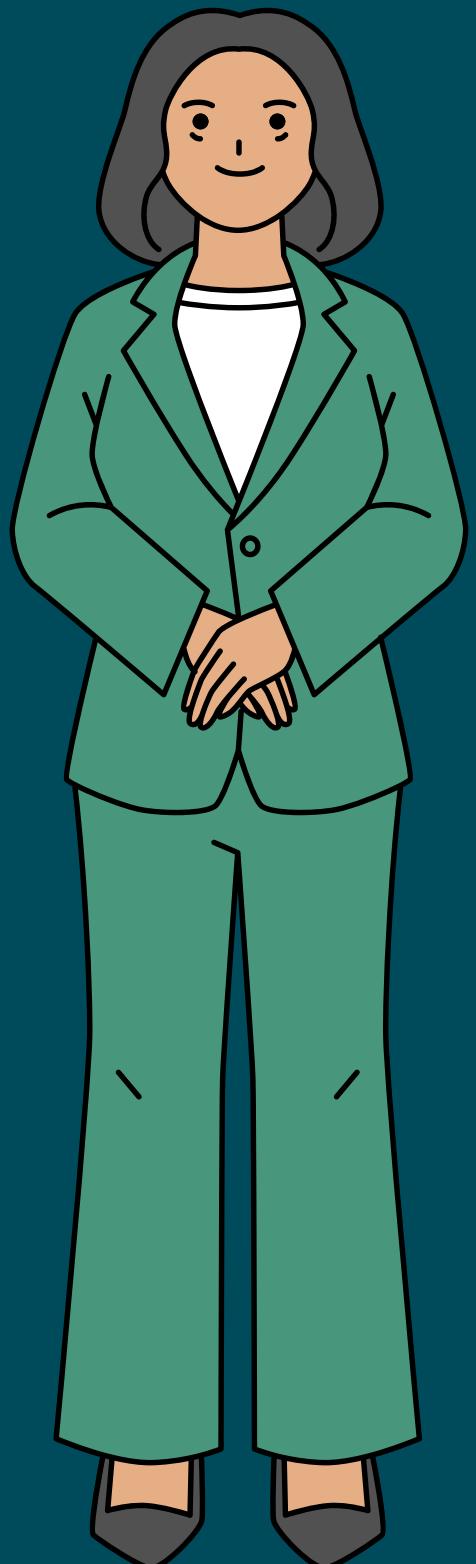
[Your Name]

Formal Phrases

"Thank you for your time"

Expresses appreciation for someone's attention or effort.

"I think my skills in restaurant management would be a good fit for your team. **Thank you for your time.** I hope to hear from you soon."



Formal Phrases

"I would appreciate your feedback on this matter"

A polite way to ask for someone's opinion or suggestions.

"I've noticed that my child has been struggling with their homework recently, and I'm wondering if there is anything we can try at home. **I would appreciate your feedback on this matter.**"



Formal Phrases

“I appreciate your consideration”

A polite way to thank someone for thinking about your request or offer.

*“I understand this is a large request, but I’m hoping you can help me with it. I **appreciate your consideration** and look forward to your response.”*



Make it formal

"Hey, I wanted to talk to you about my kid's grades. Can we chat sometime soon?"

- Your paragraph text



Make it formal

"Hey, I wanted to talk to you about my kid's grades. Can we chat sometime soon?"



❖❖ "I would like to schedule a time to discuss my child's recent academic performance at your earliest convenience. I would appreciate your feedback on their progress. Thank you for your time." ❖❖

Make it formal

"Hiii, I'm struggling a bit this month and won't be able to pay rent on time. Can't you give me some extra days?"

- Your paragraph text



Make it formal

"Hiii, I'm struggling a bit this month and won't be able to pay rent on time. Can't you give me some extra days?"



✨ "I hope this message finds you well. Unfortunately, I am unable to make my rent payment by the due date this month and would like to request an extension until [date]. Thank you for your understanding."



Make it formal

"Hi?? I ordered a package two weeks ago, and it still hasn't arrived. What's going on?"

- Your paragraph text



Make it formal

"Hi?? I ordered a package two weeks ago, and it still hasn't arrived. What's going on?"



"I am writing to inquire about my package, which I ordered two weeks ago and have not yet received. I would appreciate any updates you can provide on its delivery."