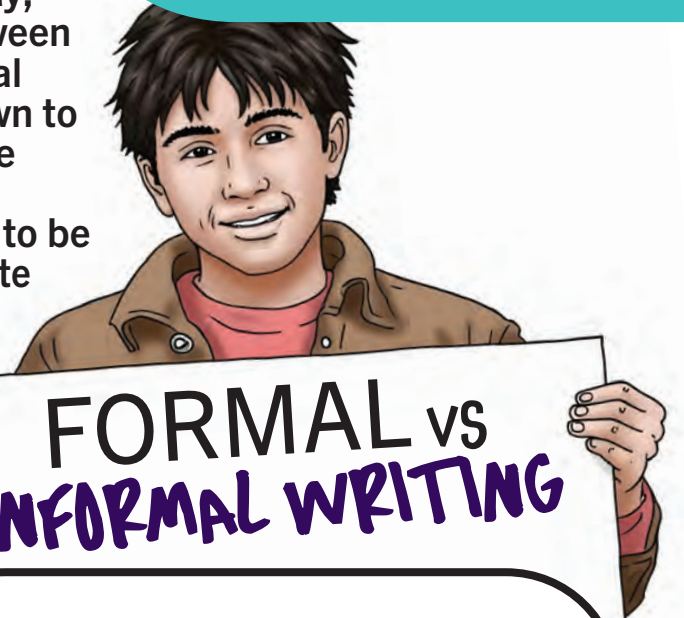


**Get it WRITE**

In anyone's life today, the difference between formal and informal writing comes down to purpose, audience and tone.

We are required to be able to communicate in both!



**FORMAL vs INFORMAL WRITING**

**FORMAL WRITING:**

- Used in school essays, emails to teachers, job applications or official documents.
- Follows proper grammar, punctuation, and structure (no slang, contractions, or abbreviations).
- **EXAMPLE:** *According to recent studies, social media usage has a significant impact on teenagers' ways of communication. It is essential to establish a balance between online and offline activities.*

**INFORMAL WRITING:**

- Used in text messages, social media posts and casual conversations with friends.
- Includes slang, emojis, abbreviations and a relaxed tone.
- More personal and breaks the conventions of grammar rules.
- **EXAMPLE:** *'hey, idk how 2 say this but i rlly need 2 talk. u there? been thinkin a lot abt wht u said yday & ngl, it hurt. ik u didnt mean it that way but still :/ can we pls just talk & clear this up? lmk.'*

**KEY DIFFERENCE:**

Formal writing is structured and professional, while informal writing is casual and personal. Knowing when to use each is important – texting your friend, 'Hey, wassup?' is fine, but you wouldn't email a teacher that way!

*YO TEACH!  
IMHO, I rlly messed up & I'm sry 4 my bhvr in class. IDK what I was thinking, but I shd hv been more respectfl. Tbh, U deserve better frm me. Plz kno it won't hpn again. I'll mk sure 2 stay focsd & show U the rspct U dserve. Thx 4 ur patience & 4 being an awsm teacher.*

**REWRITE THIS LETTER FORMALLY**

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