

Summer Writing: Formal and Informal Styles

In many types of nonfiction writing, it is important to maintain a formal style and tone. A formal tone helps to establish you as a trustworthy authority on your subject. Certain types of language are considered informal and should be avoided in formal writing.

You can revise writing to be more formal by replacing informal language with more accurate and specific language.

Language Type	Example
slang	chill, cool, bummer
idiom	piece of cake
abbreviations	ASAP, LOL, BTW
contractions	can't, isn't, won't
conversational	gonna, kinda, yup

→ **Informal sentence:** Me and my lil sis are gonna run after the ice cream truck if we miss it.

→ **Formal sentence:** My little sister and I will chase the ice cream truck if we miss it.



Use each phrase in an informal sentence. Then, rewrite the sentence with a more formal tone. Make sure to maintain the same meaning in each sentence.

1. Stayed up too late last night

Informal sentence: _____

Formal sentence: _____

2. Watched a movie in the park

Informal sentence: _____

Formal sentence: _____

3. Swam in the lake

Informal sentence: _____

Formal sentence: _____

4. Feeling the sand under my toes

Informal sentence: _____

Formal sentence: _____

5. Mow the fresh grass

Informal sentence: _____

Formal sentence: _____