

## LEVELS OF FORMALITY

Writing should always be appropriate for the intended audience. The format, word choice, complexity of sentences, and length of a written communication to a friend will not be the same as in a composition written for an English class. The level of formality of written language should correspond to the intended audience and the purpose of the writing.

- **Informal language** is the language of self-expression; it is the language we use in conversation and discussion. Since it is very personal and self-expressive, often including slang and colloquialisms, it is often used in narratives, but it is inappropriate for college writing.
- **Formal language** and **highly formal language** are the levels of language appropriate to academic and professional settings; the language is formal because it follows all of the accepted rules, forms and conventions of writing.

The chart below contains specific transitional words, at varying levels of formality, which can be used to establish a connection between sentences and paragraphs in order to link ideas and maintain coherence.

	<b>INFORMAL</b>	<b>FORMAL</b>	<b>HIGHLY FORMAL</b>
Time Sequence	first, second, third then next after that also	to begin with afterwards at the same time meanwhile	subsequently previously
Addition	also and	in addition moreover furthermore besides similarly	equally important
Cause/Effect	so for	therefore as a result thus	consequently accordingly hence
Comparison	also too like	as well as both...and neither...nor likewise in like manner	bear resemblance to in common with
Contrast	but or nor	however nevertheless yet on the other hand at the same time though whereas unlike otherwise	conversely on the contrary in opposition to in contrast to
Example		for example for instance	as an illustration
Summary/Conclusion		finally last on the whole	in summary in conclusion