

When to use formal writing

- Reaching out to people you do not know
- Applying for employment (when writing your cover letters, curriculum vitae, and resume).
- Writing academic papers (Dissertations, cover letters, research papers, and essays).
- Reaching to a prospect or a client.
- Writing a complaint letter.
- Writing a business proposal.

When to use informal writing

- Writing an outline for your paper
- When you are instructed to use informal writing
- When you are writing a creative paper
- When writing a personal blog
- When sharing a story
- When writing to a friend

Formal And Informal Writing

ML Yell



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