

Language is not simply to do with passing information from one person to another. It also shows how we feel about the people we are talking or writing to, for example whether they are our friends or not, or whether they are people who are in a position of authority over us. In order to mark this relationship, we use different types of language, formal and informal.

It is important not to mix formal and informal language since this will confuse to the person you are talking or writing to.

### Formal language

**Formal language** is the kind we use when we are being businesslike or when we are talking to people who we need to respect. We use formal types of language when we are writing essays, or applying for a job, or talking to our teachers. For example, you would use either *Yours sincerely* or *Yours faithfully* at the end of a formal letter, and would sign the letter using both your first name and surname.

### Informal language

**Informal language** is the kind we use when we are talking or writing to our family or friends. For example, you would use something like *From*, *All the best*, or *Lots of love* at the end of an informal letter, and would sign the letter using your first name or a nickname.