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| **INFORMAL**  | **FORMAL** |
| Morphology: **:** shortenings; reductions; cozcontractions; idiomatic phrases; idiosyncratic features; creative word formations; idiosyncratic – through affixes/suffixes  | * correct punctuation, grammar and spelling;
* respectful communication and inclusive language;
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| Use of pronouns: “I” /”you” - personal approachUse of deictic expressions: this one, over there; right now (presuming that someone is close) | * use of third person pronouns (“it, she, he, they”); sometimes “I” is used for effect in opinion pieces;
* possible use of jargon (“specialist talk” on a subject) to show expert knowledge of facts and evidence; and
* sparse use of contractions: a formal style avoids using contractions such as *would’ve*, and *should’ve*. (*Let’s* is more common.)
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| Speech-like verbs: let’s say, tell you whatCo-ordination – paratactic style of dialogue – conjunctions such as “and’ to link simple sentences together - placing together of clauses without a conjunctive wordAdjacency pairs: (different speakers; follow one another: question/answer; have a logical connection; conform to a pattern) – recognisable structural pattern |  |
| Semantics: slang/colloquialisms; slang/jargon;  clichés; profanities / swearing | Polite forms of address : titles, pronouns… respect to the public |
| Discourse markers: spoken language/conversational features yeah okay(= identity/relationships/close social distance/ familiarity with topic/tone);reduce social distance; to establish a close relationship between interlocutorsto express hesitation; non-fluency features; change of topic; empty meanings; used as fillers or expletives; also intensifiers | Lexicology – elevated (words with latin/greek origins) Language of authority/ prestige,.. .Jargon – specialist lexemesFluent and articulate  |
| Syntax : (idiosyncratic; non-standard; deviation from standard grammar)Short /sentence fragments/ phrases (punctuation?) (run on sentences; no punctuation), apostrophes, (incorrect) stand-alone dependent clauses And /But sentences – more coordination (than subordination) ; CompoundsUse of ellipsisUse of active voice (less passive) | * a variety of sentence structures: simple, (one clause); compound (two independent clauses) and complex (an independent and dependent clause.) ***Extended clauses enable an author to convey complex ideas;***

adverbials that qualify the information – make it as specific as possible front and end focus |
| Use of direct speech, to clearly mimic/quote the speaker : spontaneous; direct; fresh and original;(stream of consciousness style – to reflect a person’s intuitive and spontaneous thought processes); |  |
| Use of orthographics… non-standard – use of capital letters; exclamation marks – mimic/ reflect the author’s/ speaker’s tone –include prosodics into the written text (emphasis; to add drama; cynicism)More dashes – embedded clauses – non-fluency – to impart some extra information in an aside - … ellipsis to introduce some hedging/pause/hesitation |  |
| Morphology: Creative word order/conversionsGerundsNew words (neologisms) ; shortenings (for personality) | Correct spelling and punctuation |
| Prosodics – alliteration, assonance… speech-like rhythmic elementsTone – honest, sincere, frank… earnest..  | * **minimal responses;** (back channeling); discourse particles… **cooperative; collaborative** dialogue features:– **show support and encouragement**.- interviewer provides feedback to speaker ; topic matter – both are familiar
* **articulate**
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| **Informal register** (what assumptions/inferences are made about audience – given the subject matter?/discussion)Conversational; spontaneous; to establish a degree of intimacy; reduce social distance; to appear more familiar/friendly/affable/ congenial ; appear more personable (friendly); more supportive; approachable; amicable; warm; (good-natured) | **Formal:** authoritative; prestigious; knowledgeable; high-minded and well-informed; enlightened; cultivated; high-brow; educated; urbane; sophisticated; erudite; academic; Increase expertise; high prestige; encourage respect; (increase social distance in order to encourage respect/deference);  |
| Personality/Identity … Tone… The reduction in social distance to achieve rapport with audience; increase familiarity – entertaining purpose of the text… … form bonds…  |  |