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| **INFORMAL** | **FORMAL** |
| Morphology: **:** shortenings; reductions; coz  contractions; idiomatic phrases; idiosyncratic features; creative word formations; idiosyncratic – through affixes/suffixes | * correct punctuation, grammar and spelling; * respectful communication and inclusive language; |
| Use of pronouns: “I” /”you” - personal approach  Use 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.) |
| Speech-like verbs: let’s say, tell you what  Co-ordination – paratactic style of dialogue – conjunctions such as “and’ to link simple sentences together - placing together of clauses without a conjunctive word  Adjacency 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 interlocutors  to 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 lexemes  Fluent 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) ; Compounds  Use of ellipsis  Use 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/conversions  Gerunds  New words (neologisms) ; shortenings (for personality) | Correct spelling and punctuation |
| Prosodics – alliteration, assonance… speech-like rhythmic elements  Tone – 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** |
| **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… |  |