**1 Explore the table.***Text by: University of the People* [*www.uopeople.edu*](https://www.uopeople.edu)

|  | **Formal Writing** | **Informal Writing** |
| --- | --- | --- |
| **Definition** | Used for business, legal, academic, and professional purposes | Used for personal purposes and casual communication |
| **Sentence Length** | Long (and complex) | Short (and simple) |
| **Language** | Formualic | Direct |
| **Voice** | Passive | Active |
| **Interjections** | No | Yes |
| **Pronouns** | Third person | First and second person |
| **Tone** | Serious and official | Light and friendly |
| **Contractions** | No | Yes |