



LANGUAGE SKILLS

LISTENING



SPEAKING



READING



WRITING






Formal/Informal Writing

Formal and Informal Writing

- Informal Usage
 - every day
 - casual
 - Relaxed
 - Friends/family
 - Social media
 - no strict rules (don't care much about applying grammar rules)
- Formal
 - Academic Setting
 - Reports
 - Essays
 - Business Setting
 - Letters
 - Emails
 - Reports

GREETINGS and WISHES:

- How are you?
- I am fine.
- Very many happy returns of the day!
- Happy anniversary!
- God bless you.
- Have a nice day.
- Long live.

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- Take care.
 - All the very best.
 - Congratulations on your promotion!
 - Happy for you.
 - Do well.

Hai 23:45 ✓✓

Hello 23:46

How are you? 23:47 ✓✓

Good 23:47

Wat abt you? 23:48 ✓✓

H mm.. Good good.. 😊 23:49

Had Lunch? 23:50 ✓✓

Yes. Hey you know what.. Today i saw a big elephant near my home 🐘 23:52

Wow!!! Really? 23:52 ✓✓

Yes. Very happy i am 😍 23:53

Enjoy dear 🎉 23:54 ✓

Hello Ms. Malini, How are you? Hope you are doing great. How is your family members? Convey my regards to them. Have a good day.

00:00 ✓✓

Thank you for your love and care. Have a nice day.

00:01

SOCIAL MEDIA STATUSES:

Hey! there I am using whatsapp!

Urgent Calls only.

At Work

At School.

Available

Battery about to die.

Can't talk. WhatsApp only!

In a meeting.

What is there on your mind?

Most commonly used
informal words:

Can't - cannot

Shouldn't - should
not

Because - coz, bcoz

Lol - laugh out loud

Asap - as soon as
possible

1. Sorry. I cannot do this.
2. You shouldn't skip your breakfast.
3. I am going to Chennai because my aunt wants me there.
4. She looks adorable.lol.
5. Go and visit your father as soon as possible.

Word Usage

Formal:

A formal tone uses more complex, precise adjectives, nouns, verbs

Examples:

good → *superior*

use → *utilize*

some things → *some reasons*

Word Usage

Hesitation fillers:

well

let me think

hmm

Like

er

Informal

Well, this experience is one I will never forget.

Formal

Therefore, this is an experience I will never forget.



VOCABULARY BUILDING

Birthday- cake- sweet- honey-
bee- flower-.....