

Movie Notes: Writing for Formal and Informal Purposes

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**The tone (or attitude) you should use in writing depends on:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Examples of Informal Writing Audiences:**

**Examples of Formal Writing Audiences:**

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_____ has revolutionized the way we communicate, but it should be kept in its proper place.

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Compare and contrast the two types of writing:

**FORMAL**

**INFORMAL**



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Alexa- The Horse Rider

Why did Alexa give the information on her website in formal and informal methods?

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## *Julie's Blog*

What is the purpose of a resume?

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WRITING LETTERS

What are the 6 parts of a formal letter?

How did Adam differ his letter writing when he used email?

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## *Nick's Take*

What is a memo?

What are the minutes of a meeting?

\*\*Memos and minutes help you mind your business.

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Thank You Notes

What are important aspects of a well-written thank you note?