

## Casual vs. Formal Methods of Communication

- ❖ What is the difference between **casual** and **formal** methods of communication?

In formal methods of communication, professionalism is maintained. Just how we properly address advisors, officers, and other people of authority in person, we do the same through e-mail and by phone. Casually, conversations are more relaxed and suitable for reminders.

- ❖ **Casual Methods** – Good for simple reminders.

- Text
- Through Social Network
  - \*Not entirely secure, avoid posting specific event information



- ❖ **Formal Methods** – Good for specific, in-depth, straight-forward, and simple discussion and planning.

- In Person
- E-mail
- By Phone



- ❖ Why is one preferred more than the other?

Formal communication is preferred more than the other for several reasons. It is easier to take important notes down because one person is speaking, rather than having multiple conversations in casual communication. Having formal conversations is professional.