



Writing at work

When you write things for your family or friends to read, you can use an informal style. Your friends or family probably won't mind if you:

- Spell words wrong
- Use informal language, like **slang**, or **emojis**
- Use incomplete sentences
- Talk about your feelings

In fact, these things might even make your writing more fun to read.

When you want to sound professional, like at school or work, you should use a more formal style of writing. When you're writing for work you should:

- Check that everything is spelled correctly
- Avoid slang and emojis
- Use full sentences
- Stick to the facts

Skill Words



Slang is casual language that you use with friends or family.

Emojis are small pictures of faces or other objects used with or instead of words. They're most common when you're sending messages or doing other writing on a smartphone.



Meet Ajay, Tina, and Bernard

Ajay, Tina, and Bernard all work together in a big warehouse. Usually they are all careful workers. But one day everything seemed to go wrong.

Ajay was carrying a tall stack of boxes and couldn't see where he was going. He stubbed his toe hard against the wall. He yelled "Ouch!" as the top box from his stack fell off with a crash. Tina heard Ajay yelling, put down the box she was carrying and rushed to help. But Tina left the box in the middle of the aisle. Bernard tripped over the box, breaking the contents of Tina's box and the one he was carrying.

One of the warehouse rules is that when items are damaged you have to write an accident report. Now Ajay, Tina, and Bernard all have to fill one out.

