

organizational level whereas informal communication occurs naturally. Wrapping Up In this blog, we have discussed the differences between Formal and Informal Communication. If you want to upskill your communications skills, do checkout Board Infinity's English Communication & Soft Skills Course where you can learn at your own pace and get 1-on-1 guidance from the experts. Documentary evidence is always available for formal communication whereas there are no supporting documents available for informal communication. While examples of informal communication are face-to-face communication, telephonic conversations, etc. The main motive of formal communication is to fulfill organizational objectives whereas informal communication is intended to meet personal interests and needs. Generally, documentation happens for formal communication whereas no documentation happens for informal communication.