Choose the correct term to identify whether the method of communication is formal or Informal.

	When a message is sent through non-official channels in an organization (social conversation)
	When the official channel of communication is used with in an organization.
	A Manager of a company send a Memo to all employees inviting them to a meeting
	Sara went to use the photocopier; she meet her college Maryam and chat about the newest technology.

LIVEWORKSHEETS