

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

	<b>When a message is sent through non-official channels in an organization (social conversation)</b>
	<b>When the official channel of communication is used within an organization.</b>
	<b>A Manager of a company sends a Memo to all employees inviting them to a meeting</b>
	<b>Sara went to use the photocopier; she met her colleague Maryam and chatted about the newest technology.</b>