

Chart of difference between Formal and Informal Communication

Points of differences	Formal communication	Informal Communication
Meaning	Formal communication refers to the systematic way of transferring the message.	When information is transfer without following the hierarchy or a system then it is called informal communication.
Nature	It cannot be changed.	It is dynamic in nature. Because it depends upon the nature of the people.
Relations	The formal way represents the Superior Subordinate relationships and these relations are impersonal.	It represents the personal relationships among the members of the organisation.
Channel	It follows the line of command.	No fixed line of command is followed in the informal communication.
Expression	In a formal way, the written form of communication is followed in the organisation.	It is in the oral form.
Speed	In a formal way, the information is passed through various levels so the speed of transferring the information is slow.	Members of the organisation have a direct link with each other. So the information passed directly without any delay.
Example	The scalar chain is the best example of formal communication.	Grapevine communication is an example of informal communication. It includes cluster chain, gossips chain.