

Examples of tone in writing

The following excerpt from “Do Not Go Gentle into That Good Night”, a poem by Dylan Thomas, conveys a tone of urgency and desperation:

“Do not go gentle into that good night,

Old age should burn and rage at close of day;

Rage, rage against the dying of the light.”

[Professional writing](#), however, might suggest a cordial—but urgent—tone, like in this example:

“Thanks for agreeing to help me with this project! I’d really appreciate your PowerPoint slides ASAP so we have enough time to practice before our 8 a.m. presentation tomorrow.”

When writing a note to a friend that shares an urgent message (but in a playful tone), it might look like this:

“Hey, Jocelyn! Thanks for dog-sitting Cooper for me tonight. I forgot to give him his medicine so can you PLEAAASE help me out and give him one pill ASAP? Have I ever told you that you’re the BEST?! :)”



How to use the right tone

Choosing the right tone might feel like a monumental task. To help you bring out your intended tone from your writing, answer a few questions:

1 Who are you writing this for?

Your audience can help you narrow down an appropriate tone as you're writing. A letter to a business client might take a formal tone while a holiday card for your hairstylist might use a playful and casual tone.

2 What's its purpose?

Determine the reason for your writing. Your purpose, like gaining a prospective client's business versus sending a close friend a holiday greeting will result in different tones.

3 What do you want the reader to take away?

Your writing communicates an idea, topic, or other information. Think about what you'd like your recipient to learn, feel, or act on after reading your writing.

After considering these questions, you'll have a clearer sense of the types of tone that might be appropriate for your writing.



How word choice supports tone

The words you choose in your writing give your reader tremendous clarity about its tone. Although you can decide between a handful of words with a similar meaning, deliberate [word choice](#) gives your writing added connotation that informs tone.

For instance, “listless” denotes a lack of energy or spirit, while “tired” can also suggest a similar meaning. But choosing “listless” has a deeper meaning of indifference and apathy. Thus, the connotations of your word choices affect the tone and meaning of your writing.

Reference : Grammarly