

# What Are Formal and Informal Language?

Can you write definitions for 'formal' and 'informal' language?

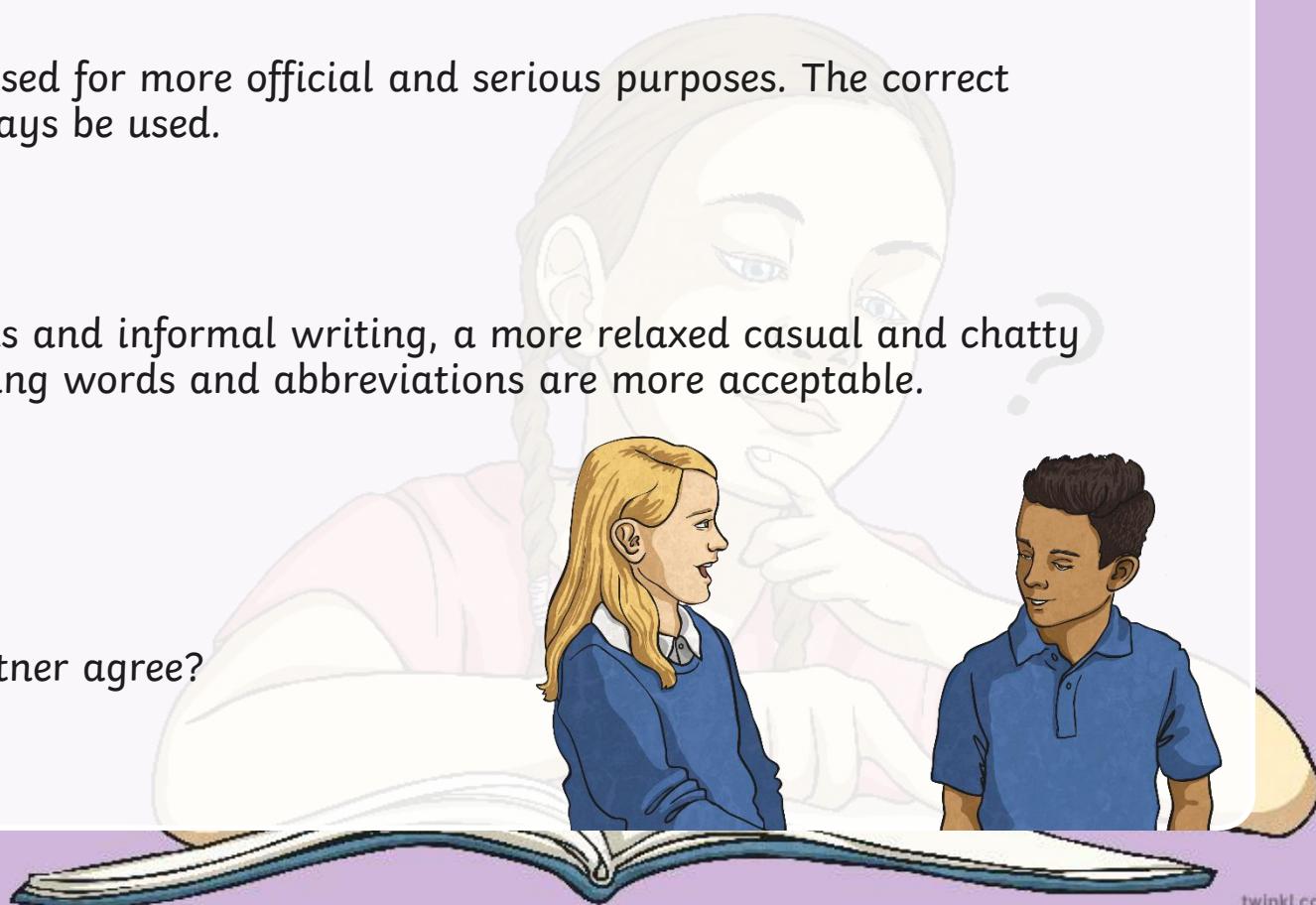
## Formal Language

**Formal** language is used for more official and serious purposes. The correct grammar should always be used.

## Informal Language

In **informal** situations and informal writing, a more relaxed casual and chatty style can be used. Slang words and abbreviations are more acceptable.

Do you and your partner agree?



# What Are Formal and Informal Language?

Sort the following criteria into formal or informal language conventions:

is clear and to the point

use more contractions and abbreviations (e.g. it's or TV)

has a more serious tone

has a more 'chatty' tone

uses the correct grammar and punctuation

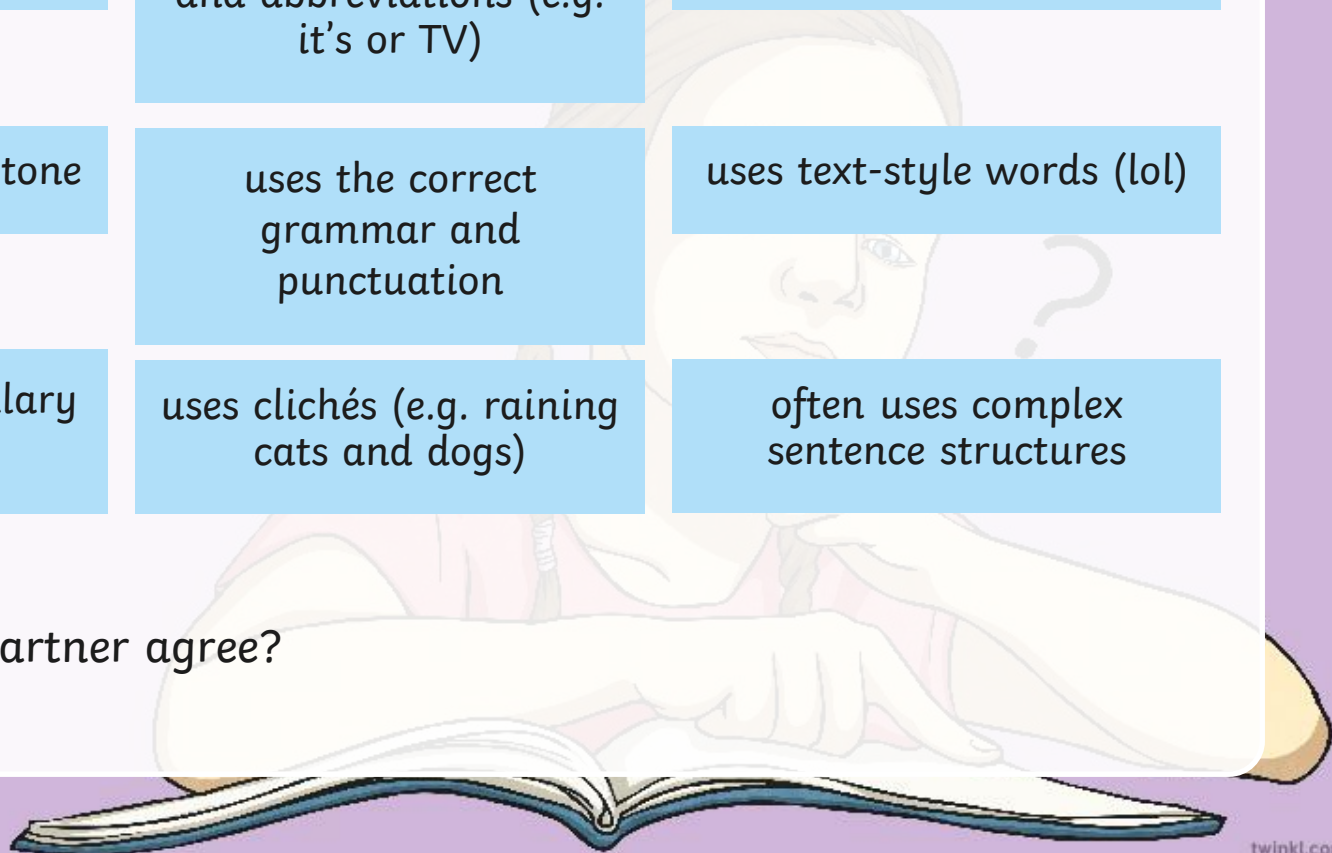
uses text-style words (lol)

uses specific vocabulary for the subject

uses clichés (e.g. raining cats and dogs)

often uses complex sentence structures

Do you and your partner agree?



# What Are Formal and Informal Language? Answers

## formal

uses specific vocabulary for the subject

uses the correct grammar and punctuation

has a more serious tone

often uses complex sentence structures

## informal

use more contractions and abbreviations (e.g. it's or TV)

is clear and to the point

has a more 'chatty' tone

uses clichés (e.g. raining cats and dogs)

uses text-style words (lol)



# Formal or Informal

Formal and informal language are more suited to different situations. Can you sort the following situations into the correct place in the table, according to which style of language would be more suitable?

presenting an award

talking to the headteacher

writing a letter of complaint

talking to friends

talking on the phone to gran

writing an email to a cousin

writing a report

sending a text to a friend

writing a personal diary

## Formal Language

talking to the headteacher  
presenting an award  
writing a letter of complaint  
writing a report

## Informal Language

talking to friends  
talking on the phone to gran  
writing an email to a cousin  
sending a text to a friend  
writing a personal diary

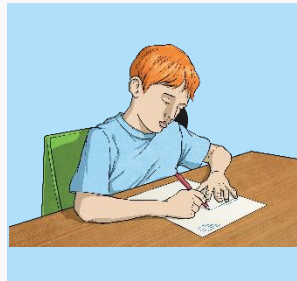


# Your Turn – Informal Vocabulary

Choose a square to reveal a picture. Can you think of a sentence using an informal alternative of the word given:



require



inform you



refund



purchase



apologise



spectacles

# Formal or Informal?

Read the following emails and decide whether they are **formal** or **informal**:

Dear Sir/Madam,

I am writing to inform you of my upset when I opened the lucky dip bag I had recently purchased with my own pocket money.

I was disappointed to find that my favourite toy brand had been replaced with an inadequate copy, which even had pieces missing.

I shall expect to be fully compensated for the distress and inconvenience this experience has caused me and hope that you send a replacement promptly.

Yours sincerely,  
Miss F. James

**formal**

Hi Kerry,

You know the lucky dip bag I bought when we went into town yesterday? Well, you'll never believe what happened when I opened it – there was a broken, copy of the toy instead of the real thing!

I was so shocked and annoyed that I've emailed the company to tell them what I think.

I hope they send me a new one ASAP so I can complete the set.

Was your pack ok? I hope so.

C u soon,  
Frankie

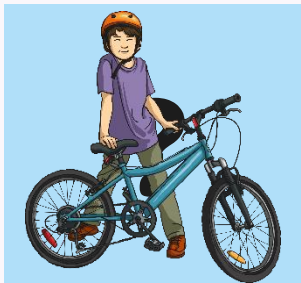
**informal**





# Your Turn – Formal Vocabulary

Choose a square to reveal a picture. Can you think of a sentence using a formal alternative of the word given:



get better



job



live in



now



enough



speak to

