

# INFORMAL AND FORMAL LANGUAGE

L.O. I am learning to use formal language

WHICH MAN IS  
FORMAL AND  
WHICH IS  
INFORMAL?  
WHY DO YOU THINK  
THAT?



# Which one is formal and which is informal? Why?

Haddingway Council  
High Street  
H35 78Y

Wednesday 4th May

Dear Residents,

I am writing to discuss proposed changes to the wasteland area on the corner of Abbey Road. I am sure you would agree that at the moment this unattractive area is an embarrassing eyesore full of overgrown trees and litter. In its current state the area serves no purpose whatsoever.

I wish to invite all residents to express their opinions as to how the site should be redeveloped. At present, three ideas are being considered. The site could become a children's park, a large supermarket or a library – the final decision rests in your hands.

Please write to Haddingway Council Office, by Wednesday 24th June, expressing your point of view on this matter and detailing your reasons. The opinions of the community are of the utmost importance as we wish to develop the area in a way which best serves the local people.

We look forward to hearing from you.

Yours sincerely

T.Pritchard

Councillor Pritchard

12 Beckford Avenue  
Stonestone  
Clevepool  
CL3 9DY

14<sup>th</sup> March 2008

Dear Anita,

How are you? I hope you are doing okay. What is your new house like? Do you like your new school? Have you made any friends yet?

Lots of things have changed at Moorfield Primary School since you left. Mr Acton has left to go to a new job in a different school. Miss Warley got married during half term and now we have to call her Mrs Redding! There is a new girl in the class called Kelly. She seems alright. School dinners haven't changed though – they are still as horrible as ever!

Anyway my mum is calling me for dinner so I have to go. Write soon. Miss you lots!

From Sophie

P.S. Amanda and Natalie say they miss you and wish you would come back.

In a formal letter I would expect to see:

No  
abbreviations

No  
contractions

Formal  
vocabulary

Complex  
sentences

## Formal and Informal

*Task 1: Can you match the formal and informal phrases?*

Job	Immediately
Not fair	Opportunity
Enough	Injustice
Chance	Profession
Give up	Sufficient
Now	Sacrifice

*Task 2: Which sentence is written in formal language?*

*You'll have a great trip!*

*I guarantee that your experience will be a positive one.*

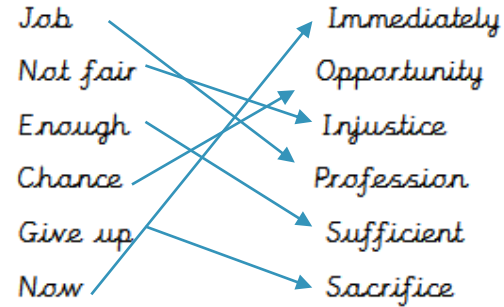
*The flight was quite bumpy.*

*Task 3: Can you change these sentences from informal to formal language? Write the new sentence into your writing journal.*

- 1) Please come to see me tomorrow.*
- 2) I reckon we'll have a fun time together.*
- 3) Let me know if you can make it ASAP.*

## Formal and Informal

Task 1: Can you match the formal and informal phrases?



Task 2: Which sentence is written in formal language?

You'll have a great trip!

I guarantee that your experience will be a positive one.

The flight was quite bumpy.

Task 3: Can you change these sentences from informal to formal language? Write the new sentence into your writing journal.

- 1) Please come to see me tomorrow.
- 2) I reckon we'll have a fun time together.
- 3) Let me know if you can make it ASAP.

You can send me your answers if you want to for marking.