

Recognising Formal and Informal Writing

1. Match the sentences to indicate whether they are formal or informal.

A. Please be aware that I will be absent from work next week.

formal

B. That new game looks wicked!

informal

C. Going to Bob's house. I'll be back later.

VF

4. Yasmin says that Leo's writing is too formal to send to his friend.

	Hi Harvey,
	I would like to officially
	invite you to my birthday
	celebrations. You are
	required to reply promptly.

Do you agree?
Explain how you know using examples.

R

2. Sort the vocabulary according to the situation.

Job application

Postcard to nanny

punctual

ace

organised

love from

efficient

great

VF

5. Here is an extract of a report about rabbits that is currently too informal.

Rabbits are cute. Some have massive ears so they have great hearing. They hop all over the place using their big feet. They live in holes under the ground so other animals can't get them.

Rewrite the extract to be more formal.

A

3. Underline the words in the following sentences that you would not use if you were writing a newspaper article.

It has been reported that airports are choc-a-block with holidaymakers trying to get home after their summer hols. Passengers are getting really annoyed at the situation. They reckon they might be stuck for ages.

VF

6. Read the extracts below.

A. He smashed the ball into the net. He's useless! That was another easy shot. Now the other guy has won this point.

B. His volley has hit the net. He is not on his best form today. That was another unforced error. Now his opponent has broken serve.

What is the same and what is different?

R

Recognising Formal and Informal Writing

1. A. formal; B. informal; C. informal
2. Job application: punctual, efficient, organised
Postcard to nanny: love from, great, ace
3. It has been reported that airports are choc-a-block with holidaymakers trying to get home after their summer hols. Passengers are getting really annoyed at the situation. They reckon they might be stuck for ages.
4. Yasmin is correct. Leo has used the vocabulary officially, celebrations, required and promptly which is all sophisticated vocabulary that is not needed in an informal invitation.
5. Various answers, for example: Rabbits are adorable creatures. Some have large ears so they have sensitive hearing. They hop through fields using their powerful, hind legs. They live in burrows under the ground so that predators are unable to reach them.
6. The extracts are the same because they are both commenting on the same tennis match. They both give similar information.
They are different because extract A is informal because it uses contractions such as 'he's' and colloquial language such as 'smashed'. Extract B is formal because it uses sophisticated vocabulary such as 'form' and 'opponent'. It also uses jargon such as 'volley', 'unforced error' and 'broken serve'.