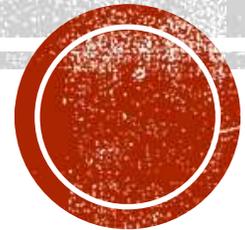


**LO: TO UNDERSTAND THE DIFFERENCES
BETWEEN FORMAL AND INFORMAL
LANGUAGE**

13/7/20



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



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

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



TASK

Name:

Date:



Formal and Informal Writing Mini Test

1. Are these sentences formal or informal?

Underline the vocabulary that helps you decide.

Tick the correct box.

a) School is generally regarded as an excellent place in which to learn new facts.

formal

informal

b) The kids in class 6 were mega chuffed about their trip.

formal

informal

c) Assuming the report is satisfactory, work on the new classroom will commence tomorrow.

formal

informal

3 marks

2. Rewrite these sentences so they are more formal.

a) Tomorrow morning class 6 are off to the museum to see the new stuff they've got in.

b) The science teacher, Mr Jones, loves a bit of fishing after tea when school's out.

c) All reading books need to be back in school pronto so that Mrs Henley can sort the library out.

3 marks



3. Rewrite these sentences so they are more informal.

3 marks

a) The after school cookery class will commence in due course.

b) All students must ensure that their school identification cards are updated with the correct information.

c) It is with deep regret that we have to inform you of Mrs Warren's decision to cancel the summer show.



4. List three types of writing which would usually require a formal style:

3 marks

a)

b)

c)



5. List three types of writing which would usually require an informal style:

3 marks

a)

b)

c)



6. Which of the following sentences are written in the subjunctive mood?
Tick them and then underline the subjunctive verbs in the sentences:

- a) It is essential that Tom begin the homework at once.
- b) If I were you, I would hurry with that homework.
- c) Nemo always tries to swim faster than his friends.
- d) Mrs Soloman requests Lisa be excused from PE today.
- e) Croftwell School will soon be opening at weekends.

3

Score
1 mark
for each
correctly
identified
answer.

