

Tuesday 2nd February 2021

LO: To understand how to use
formal language.



What Are Formal and Informal Language?

What are the definitions of '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.



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



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)

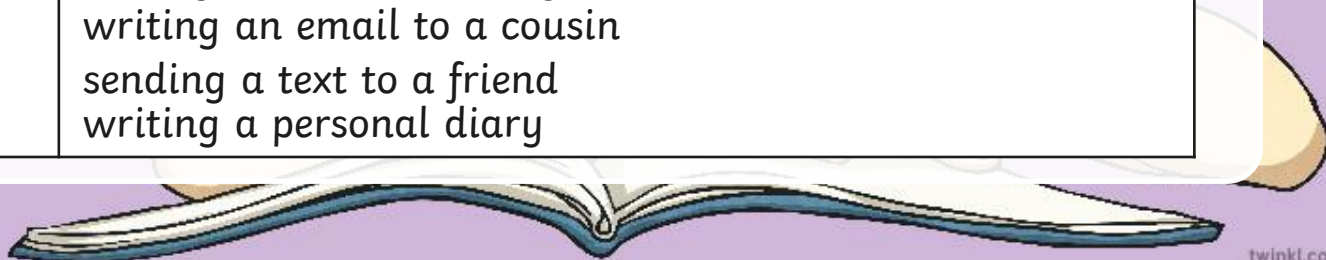


Formal or Informal

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 Vocabulary

Some vocabulary is more formal, whereas other is more informal in tone. Can you match these formal and informal words with the same meanings (synonyms)?

Formal

profession

injustice

sufficient

opportunity

sacrifice

immediately

Informal

now

chance

enough

job

give up

not fair



Your Turn – Formal Vocabulary

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



get better



job



live in



now



enough



speak to

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

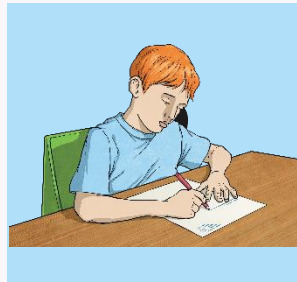


Your Turn – Informal Vocabulary

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



require



inform you



refund



purchase



apologise



spectacles

Quick Quiz 1

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.



Quick Quiz 2

Change these sentences from informal to formal language:

Please come to see me tomorrow.

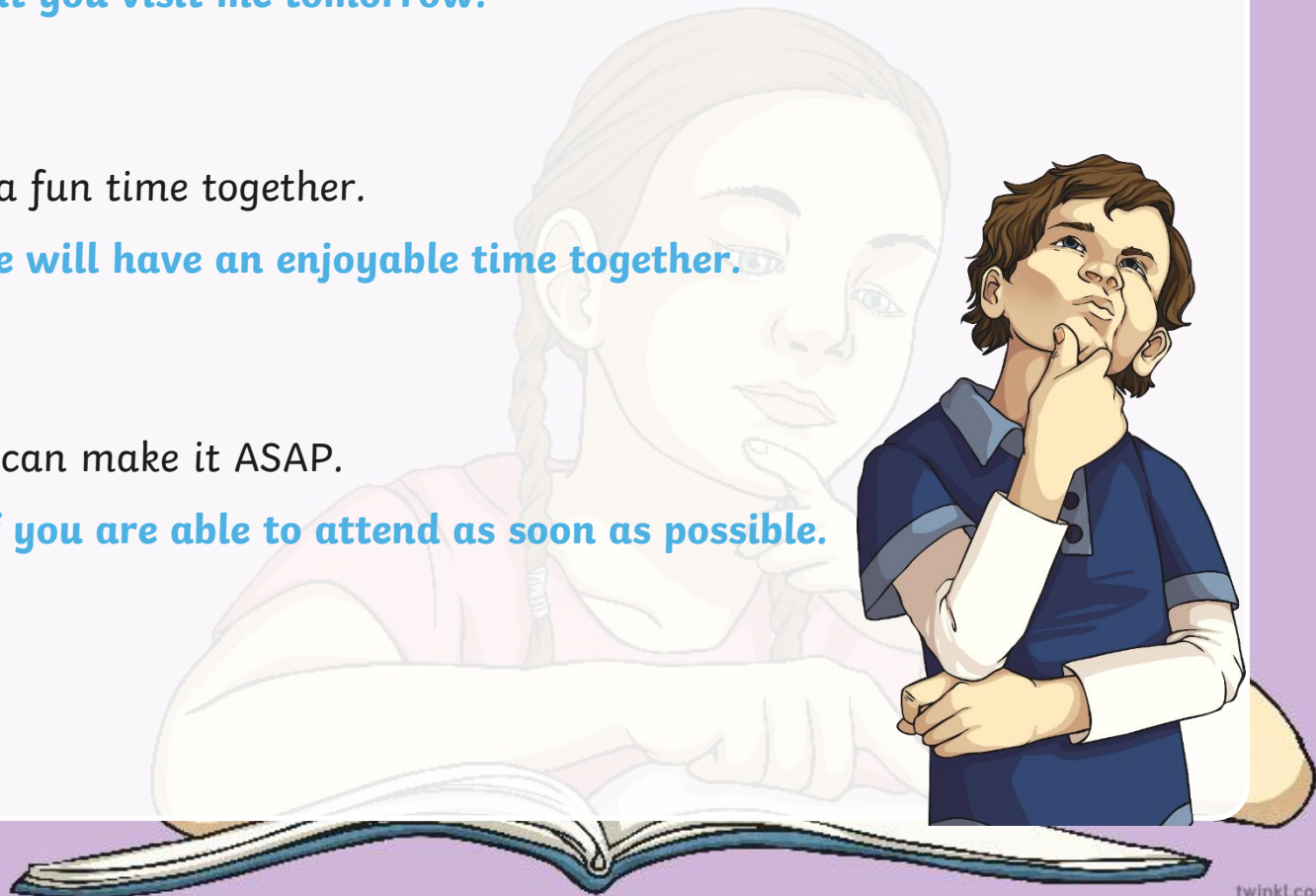
I am requesting that you visit me tomorrow.

I reckon we'll have a fun time together.

I guarantee that we will have an enjoyable time together.

Let me know if you can make it ASAP.

Please inform me if you are able to attend as soon as possible.



1. Read the speech below and highlight the formal vocabulary.
You should be able to find around 10 examples.

Good evening ladies and gentlemen. I am delighted to welcome you to the twenty-fifth annual charity ball. As you are all eminently aware the funds raised at our previous charity ball events have enabled us to support numerous charitable organisations in their worthwhile endeavours.

2. Now can you write the next paragraph of the speech keeping to the same formal style?

3. Highlight 5 examples of formal words or phrases you have used and write their meanings in the table.

Formal Word or Phrase	Meaning