



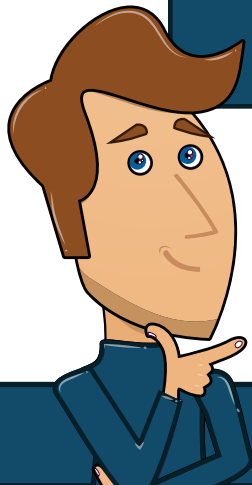
Formality



Formality?



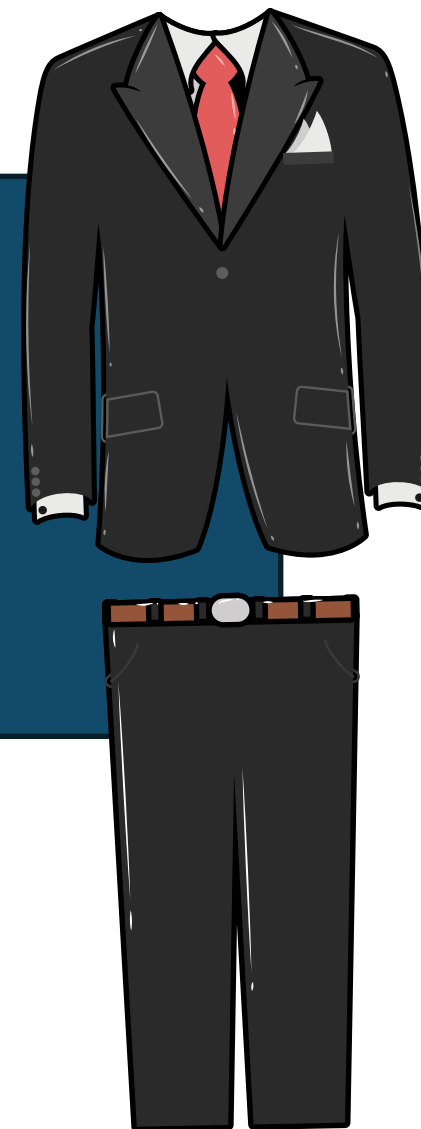
The level of formality you write with depends on the purpose of your writing. For example, if you are writing a letter for a job application, you would write in a formal style. If you are writing a letter to a friend, you would use a more informal style.



Formal

We use formal language when:

- talking to someone we don't know
- talking to someone in a formal setting (at work)
- non-fiction texts such as instructions, reports and explanation texts
- writing formal letters such as a persuasive letter or a letter of complaint



Informal

We use informal language when:

- talking to a friend or relative
- writing letters to friends and close family
- writing emails and texts to people we know

Informal writing often has contractions such as couldn't instead of could not.

Informal writing often has informal words such as kids instead of children or cool instead of very good.



Sort these words and phrases into formal and informal:

How's it going?

kids

companions

children

Yours sincerely,

mates

awesome

See you later!

delicious

yummy

splendid

How did you do?



Formal

children

companions

Yours sincerely,

splendid

delicious



Informal

kids

How's it going?

See you later!

mates

yummy

awesome

Identify the **most formal sentence** and the **least formal sentence**:

Playing too many video games should be avoided.

You shouldn't play on your PS2 too much.

You really should try not to spend lots of hours on your PS.

How did you do?



Formal



Informal

Playing too many video games should be avoided.

You shouldn't play on your PS2 too much.

You really should try not to spend lots of hours on your PS.

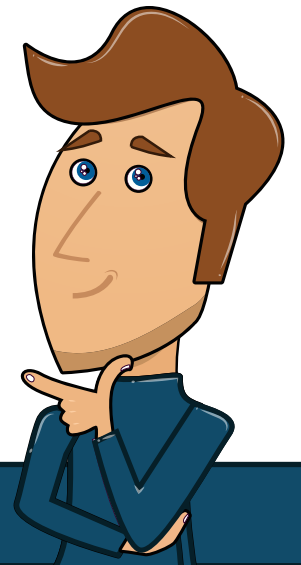
Why?

Playing too many video games should be avoided.

Use of the word avoided and the lack of contractions or abbreviations makes this the most formal sentence of the three.

You shouldn't play on your PS2 too much.

Using shouldn't instead of should not and using PS2 instead of PlayStation two makes this the least formal of the three sentences.



Let's try one more!

Identify the **most formal sentence** and the **least formal sentence**:

Eating fruits and vegetables is great for your health.

It is vital you eat fruits and vegetables to maintain a healthy diet.

If you don't eat fruit and vegetables, you won't be very healthy.

How did you do?



Formal



Informal

Eating fruits and vegetables is great for your health.

It is vital you eat fruits and vegetables to maintain a healthy diet.

If you don't eat fruit and vegetables, you won't be very healthy.

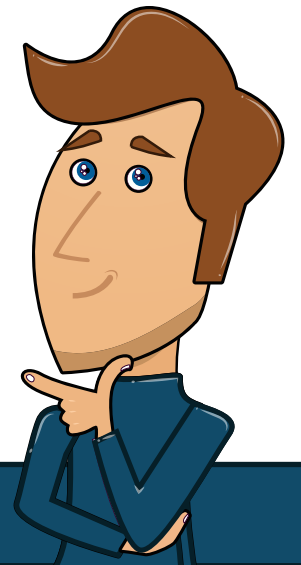
Why?

It is vital you eat fruits and vegetables to maintain a healthy diet.

Use of the word **vital** and **maintain** and the lack of contractions makes this a very formal sentence. It sounds like something we might read in a leaflet or something a doctor would say.

If you don't eat fruit and vegetables, you won't be very healthy.

Using **don't** and **won't** makes this the most informal of the three sentences.



Challenge

Rewrite this formal letter to make it more informal.

Recently, I took the time to visit the wonderful theatre which stands in the heart of the city. I was blown away by its rich history – something I had not previously appreciated. Therefore, I was devastated when I learned of the planned changes to the building. Before now, I had always believed that you were a magnificent Lord Mayor because of the dedication you have shown for our city. This is why I have chosen to write to you in a bid to change your mind.