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.

Task 1: Complete the table below:

	Formal	Informal
It's my kid's birthday – please come!	☐	☐
Your presence is requested at our daughter's party.	☐	☐
Do you fancy coming to my mate's party?	☐	☐
Too much unhealthy food should be avoided.	☐	☐

Task 2: Contractions are a feature of informal writing. Complete the table:

Word	Contraction
she will	
shall not	
will not	
	couldn't
	he'll

Task 3: Identify the most formal sentence by ticking one:

a) Eating too much junk food isn't a good idea. ☐

Eating excessive amounts of unhealthy food is strongly advised against. ☐

You really shouldn't eat lots of junk food. ☐

b) I hate zoos – they should be banned!

☐

There are several arguments against the use of zoos.

☐

I believe zoos shouldn't be allowed anymore.

☐

Task 4: Rewrite each sentence so it is more or less formal:

Formal

Informal

You are invited to a celebration to mark this momentous occasion.

_____

_____

_____

Thanks for writing to me.

The celebration will commence at 7pm.

_____

_____

It's really important that you're not late.

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.

Task 1: Complete the table below:

	Formal	Informal
It's my kid's birthday – please come!	☐	✓
Your presence is requested at our daughter's party.	✓	☐
Do you fancy coming to my mate's party?	☐	✓
Too much unhealthy food should be avoided.	✓	☐

Task 2: Contractions are a feature of informal writing. Complete the table:

Word	Contraction
she will	she'll
shall not	shan't
will not	won't
could not	couldn't
he will	he'll

Task 3: Identify the most formal sentence by ticking one:

a) Eating too much junk food isn't a good idea. ☐

Eating excessive amounts of unhealthy food is strongly advised against. ✓

You really shouldn't eat lots of junk food. ☐

b) *I hate zoos – they should be banned!* ☑

There are several arguments against the use of zoos. ☐

I believe zoos shouldn't be allowed anymore. ☐

Task 4: Rewrite each sentence so it is more or less formal:

Formal   **Informal**

You are invited to a celebration to mark this momentous occasion.

You're invited to a get–together to celebrate this fab occasion.

Thank you for your correspondence.

Thanks for writing to me.

The celebration will commence at 7pm.

The party will start at 7pm.

It is imperative that you are punctual.

It's really important that you're not late.