

Formal and Informal Language

Spelling, Punctuation and Grammar



What is Formal and Informal Language?

Do you know what the difference between formal and informal language is?

Formal Language

Formal language is used for more official and serious purposes. The correct grammar and standard English should always be used.

Informal Language

Informal language is used for more casual and less serious purposes. Slang words and chatty language can be used.



What is Formal and Informal Language?

Talk to your partner and decide which of the following are features of formal language and which are features of informal language:

uses correct grammar and punctuation

uses a serious tone

can use contractions and abbreviations e.g. 'it's' or 'TV'

uses correct vocabulary

uses a 'chatty' tone

can use 'text' language and slang.

What is Formal and Informal Language?

formal

informal

uses a serious tone

uses a 'chatty' tone

uses correct grammar and punctuation

can use 'text' language and slang

uses correct vocabulary

can use contractions and abbreviations e.g. 'it's' or 'TV'

Formal or Informal?

Formal and informal language should be used for different purposes. Can you decide which sort of language you should use in the following situations; formal or informal?

talking to friends

talking to the headteacher

writing a job application

sending a text to a friend

writing a letter to gran

writing a letter to The Queen

Formal or Informal?

Formal and informal language should be used for different purposes. Can you decide which sort of language you should use in the following situations; formal or informal?

informal
talking to friends

formal
talking to the headteacher

formal
writing a job application

informal
sending a text to a friend

informal
writing a letter to gran

formal
writing a letter to The Queen

Formal and Informal Vocabulary

formal

informal

imagine

ta

wonderful

ain't

we have

ASAP

as soon as possible

reckon

are not

wicked

thank you

tomoz

tomorrow

we've

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

Formal or Informal?

Read the following emails and decide whether they are **formal** or **informal**

Formal

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

Informal

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

Formal or Informal Sentences?

Are these sentences formal or informal?

1. That film was sick! **Informal**

2. I regret to inform you that the swimming pool is now closed. **Formal**

3. The managing director requests that everyone arrives for the meeting at 9am prompt. **Formal**

4. What d'ya think? **Informal**

5. We were just hanging out in the park. **Informal**

Informal to Formal Sentences

Write each of these informal sentences in a more formal style.

1. I hope that I will see you soon.

2. The television was inadequate; it did not even turn on.

3. That was very amusing; I laughed out loud.

4. You will not believe what occurred yesterday.

Formal to Informal Sentences

Write each of these sentences in a more informal style:

1. I'm writing to moan about the rubbish service I got in your shop yesterday.

2. It's really important that kids walk on the left hand side of the corridor.

3. I'm sure your journey is gonna be brilliant!

4. You're not allowed to go in the staff room.



twinkl