



Monday 8th February

Formal and informal language

What do you think the difference is between formal and informal language? What are they? When may they be used?

Success criteria:

- I can explain explain the difference between formal and informal language
- I can give some examples of when I may use formal or informal language choices

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.

Sort the following criteria into formal or informal language conventions:

use more contractions and abbreviations (e.g. it's or TV)

uses the correct grammar and punctuation

uses text-style words (lol)

uses clichés (e.g. raining cats and dogs)

has a more serious tone

has a more 'chatty' tone

uses specific vocabulary for the subject

often uses complex sentence structures

is clear and to the point

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 and informal language are more suited to different situations. Do you think the following words use a formal or informal style of language?

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

Some vocabulary is more formal, whereas other vocabulary is more informal. Can you match the synonyms?

Formal

profession

injustice

sufficient

opportunity

sacrifice

immediately

Informal

now

chance

enough

job

give up

not fair

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 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

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.

Independent Work:
Now have a go at the mini-test to see if you can recognise the differences between formal and informal language.