

Formal and Informal Writing

1 Read the sentence below. Replace the underlined word with a **more formal** word. Write the word in the box.

Mrs Daniels asked me to watch the younger kids.

1 mark

2 Read the sentences below. Tick the **two** sentences which are **formal**.

Tick **two** boxes.

I look forward to receiving your reply shortly.

The view is beautiful, isn't it?

My family usually remains at home for Christmas.

Nicole wasn't keen to go to the play!

1 mark

3 Look at the table below. Put a tick in each row to show whether each sentence is **formal** or **informal**.

Sentence	Formal	Informal
I suggested that he bring an umbrella.		
We'll go to the pool before breakfast, won't we?		
She wasn't on her way to the library.		

1 mark

4 Rewrite the sentence below so that it is **more formal**.

Jane isn't going to the party.

.....

1 mark



Formal and informal writing

Formal writing is used when you're writing something important.
 Informal writing is much chattier and friendlier.

1) Draw lines to match each informal sentence with an equivalent formal sentence.

That's ace!	It is very cold outside.
He'll be fuming, won't he?	I am very happy.
It's very nippy outside!	That is great.
I'm really chuffed.	Do you think he will be angry?

Speech can be formal or informal too — just like writing.

2 marks

2) Underline the parts of these sentences which make them questions.
 Then rewrite the sentences in formal English on the lines below.

Harper'll get here, don't you reckon? She'll phone us if he's late, won't she?
 He did say he was coming, didn't he? It's a horrible day, isn't it?

.....

2 marks

3) Use **one** of the words from the box to complete the sentence in the subjunctive form.

was am were are

"If he were to go to France..." or "It is necessary that she contribute." are examples of the subjunctive. The subjunctive is usually only used in very formal writing.

If I you, I would consider feeding the kitten before it gets angry. 1 mark

Were you on form for this page? Give yourself a tick to show how much of a Grammagator you really are.

