

# *Informal to formal writing*

*Tuesday 16<sup>th</sup> March 2021*



*What is formal  
writing/language?*

*What is informal  
writing/language?*

# Can you sort the following criteria?

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is clear and to the point

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

has a more serious tone

has a more 'chatty' tone

uses the correct  
grammar and  
punctuation

uses text-style words (lol)

uses specific vocabulary  
for the subject

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

often uses complex  
sentence structures

Miss Jonyh...  
12th October 2011  
Dear Sir,  
I saw in the book paper that you have set up a new...  
Who can give...  
I am sorry to hear that you have...  
I am really looking forward to...  
Yours faithfully,  
Miss Jonyh...



*In which situations do we use formal language?*





*In which situations would we use informal language?*



# Are these emails 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

