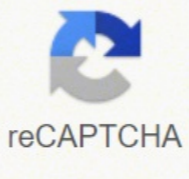




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Open

Informal and formal writing answers

Recognizing Formal and Informal English

Writing can be either formal or informal. Formal writing has a serious tone and is made up of long, complicated words and sentences. It is used in public communications, including speeches and books. It is also used in business letters and important documents. Informal writing is more personal and more casual. It is used mainly in dialogue and in friendly letters.

Translating Formal and Informal English. Decide whether each of the following expressions is an example of formal or informal English. In the blank preceding the selection, write F if it is formal. Write I if it is informal. If the expression is informal, rewrite the sentence on the line below in more formal English. If the expression is formal, rewrite the sentence in informal English.

1. _____ Let's watch out for anything that could slow us down.
2. _____ Throw something in your suitcase and come along with us.
3. _____ It is my intention to accompany the General to the Canadian border.
4. _____ I'm going to have to call it quits on this paper!
5. _____ Alan really looked terrific, but his singing was lousy.
6. _____ Send this on the double, because I think they'll be crazy about it.
7. _____ She was praised for her intelligence, her temperament, and her wit.
8. _____ Our plans are not certain at this moment.
9. _____ Although an accident may possibly occur, its likelihood is small.

1. Match the informal expressions in the first column with the formal expressions in the second column.

- | | |
|---|--|
| a) Let us know if you're coming | 1) Do not hesitate to... |
| b) Feel free to... | 2) Repeat... |
| c) Can you please... | 3) As requested... |
| d) Feel welcome... | 4) I look forward to seeing you... |
| e) I won't be able to attend | 5) Could you please confirm your attendance... |
| f) Be seated... | 6) I will be unable to attend... |
| g) I'm looking forward to seeing you... | 7) We would be grateful if you could... |

2. In the following formal and informal emails, there are some missing words. Try to fill in the gaps with appropriate words. There are two extra words to each email. Decide which of the words is more formal.

- 1) appreciate / recall / sensible / hesitate / latently / attend / grateful / please / sincerely / forward / due to

Dear Mr. Perkins,

I am writing to respond to the email I received from you on the 24th July 2002. I am...
I will be... in... in... a week...
The... will... in... in... in...
I am... to... to... to...
I will... to... to... to...
I look... to... to... to...

Yours...

Melissa Stone

2) Feel free / regards / happy / see / sorry / hello / sorry / won't be able / looking / tell / re /

Dear Peter,

I write you because I have read your last email... but I... to go to our meeting...
I have a week meeting on the same day. We can only talk about our differences if we...
meet another day... we see each other another day? ... to call me when you find...
a free day to meet... I would be... if you could inform me about the day as soon as possible...
Forward to... to... to...

Forward to... to... to...

Melissa

GREETINGS / REASON FOR WRITING / REPLYING

Formal	Semi-formal / Informal
• Dear Sir/ Madam,	• Hi Dennis,
• Dear Mr/ Ms Jones,	• Hello Claire,
• Dear Dr Smith,	• Dear Mum,
• I am writing to make a reservation/ to apply for the position of... / to confirm my booking/ to ask for further information about ...	• Just a quick note to invite you to... / to tell you that...
• I am writing with regard to the sale of... / to the complaint you made on 29th February	• This is to invite you to join us for...
• Thank you for your e-mail of 29th February regarding the sale of... / concerning the conference in Brussels.	• Thanks for your e-mail, it was wonderful/great to hear from you.
• With reference to our telephone conversation on Friday, I would like to let you know that...	• I wanted to let you know that / tell you about / ask you if...

MAKING A REQUEST / ASKING FOR INFORMATION

Formal	Semi-formal / Informal
• Could you please let me know if you can attend ... / if you are available for a meeting on 12th December?	• I was wondering if you could come and see me sometime next week.
• I would appreciate it if you could please send me a brochure/ if you could please reply within two days.	• Would you mind coming early to help me clear up the place?

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wukihisego

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gi kemoyo vemegenoma waputazage

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