**FORMAL vs. INFORMAL NOTES**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Define:**

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Audience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diction\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHARACTERISTICS of FORMAL and INFORMAL LANGUAGE:**

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| **FORMAL** | **INFORMAL** |
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**SITUATIONS for FORMAL and INFORMAL LANGUAGE**

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| **FORMAL** | **INFORMAL** |
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**WHAT MAKES FORMAL LANGUAGE?**

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| **WHAT MAKES FORMAL LANGUAGE?** | **WHAT TO AVOID IN FORMAL LANGUAGE?** |
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**FORMAL vs. INFORMAL**

NAME:……………………...…….………………………… DATE:……………………………………………………………

**PART A:** *Read below to gain an understanding of formal language.*

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| **INFORMAL** | **FORMAL** |
| This boss is different from the last one. | The current boss differs considerably from the previous one. |
| Everyone thinks the new boss is arrogant. | The consensus in the office is that the new boss is relatively self-important. |
| When Simon was fired, everyone was happy. | When Simon finished his tenure as manager, the office was elated. |
| No one liked him; he was mean. | Few people were enamored with him; his words were often spiteful. |
| People are upset that the top boss hasn’t hired anyone new yet. | It seems highly likely that senior management’s indecision about a replacement will significantly lower office morale. |

**PART B:** *Rewrite the following sentences in more formal language (again, trying to stay as close to the original as possible).*

* 1. Dave’s the best speaker in the world! He has a real way with words – actually, he can talk you into absolutely anything!

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* 1. It’s no good trying to talk to Sandra – you can’t get a word in edgewise!

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* 1. James was rubbish at his job – they were totally right to fire him!

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* 1. Good luck with the job hunt! We hope that something turns up soon.

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* 1. I’d like to make sure that my children get the idea that it’s wrong to talk about people behind their backs.

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