

FORMAL AND INFORMAL LANGUAGE

Worksheet – Functional Skills English Level 1

Section A: Decide whether each sentence is formal or informal. Write F or I, then underline one clue.

1. Dear Customer, your appointment has been moved to Monday morning. F / I

2. Can you send me the homework when you get a minute? F / I

3. I would be grateful if you could confirm your attendance. F / I

4. Cheers for the lift home yesterday! F / I

5. Please bring proof of address to the interview. F / I

6. I'm not sure if I can make it tonight. F / I

7. Further information is available on our website. F / I

8. That film was brilliant – you should watch it! F / I

Section B: Read the texts and answer the questions.

Text A

Dear Library Manager,
I am writing to enquire about the computer classes advertised on your noticeboard. Could you please tell me the start date and whether places are still available?
Yours sincerely,
A Khan

9. Is Text A formal or informal?

10. Copy one phrase that shows the writer is using a formal tone.

11. Why is this tone suitable for the reader?

Text B

Hi Zara,
Just wondering if you're going to the computer class next week. If you are, save me a seat!
Thanks!

12. Is Text B formal or informal?

13. Copy one word or phrase that shows the writer is using an informal tone.

14. Why is this tone suitable for the reader?

Section C: Rewrite the sentences.

Change each sentence to the style asked for.

15. Rewrite in a **more formal** way: "Can you tell me when the course starts?"

16. Rewrite in a **more formal** way: "Thanks for getting back to me."

17. Rewrite in a **more formal** way: "I want to know about the price."

18. Rewrite in a **more informal** way: "I would be grateful for your reply."

19. Rewrite in a **more informal** way: "Further details are attached."

20. Rewrite in a **more informal** way: "Please contact me if you require assistance."

Section D: Level 1 exam-style questions

Text C

Hello Team,

Please remember that staff training will begin at 9:00 am on Thursday in Room 5.

Attendance is required. If you have any questions, please contact reception by Wednesday afternoon.

Text D

Hi everyone,

Don't forget the training on Thursday at 9. We'll be in Room 5. Give reception a shout by Wednesday if anything is unclear.

21. Which text is more formal? Give one reason from the text.

22. Which text would be more suitable for a notice to staff? Explain why.

23. Copy one phrase from Text D that shows an informal tone.

24. Explain one difference in language between Text C and Text D.
