

Purpose and Audience Worksheet

Choosing suitable language and tone | Entry 3

Name: _____ Date: _____

Task 1: Match the word to the meaning

Word	Meaning
Purpose	A. how the writing sounds
Audience	B. why you are writing
Tone	C. who will read it

Task 2: Formal or informal?

Write F for formal or I for informal.

Sentence	For I?
Hey, are you free on Saturday?	
I am writing to request more information.	
Could you please send me the timetable?	
Thanks! See you soon.	

Task 3: Make it more polite

Send me the address.

I want my money back now.

Tell me the answer.

Task 4: Choose purpose, audience and tone

Situation: You need to email the college office to ask about your course start date.

Purpose	Audience	Tone

Task 5: Writing practice

Write a short email to the college office asking about your course start date. Use polite and formal language.

Self-check

Check	Tick
I wrote to the correct audience.	
My purpose is clear.	
My tone is polite.	
I used a formal phrase such as "Could you please...?"	