




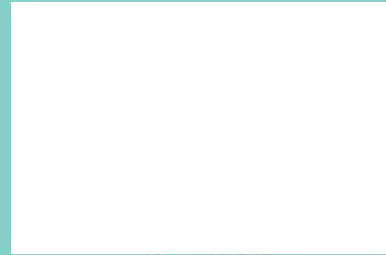


SPaG: Formal and Informal Writing

<p>Aim: Recognise the difference between structures typical of informal speech and structures appropriate for formal speech and writing, (including the use of the subjunctive form.)</p> <p>I can identify the differences between formal and informal speech and writing and write in a formal style.</p>	<p>Prior Learning: It will be helpful if children have completed Y6 Formal and Informal Language: Speech Lesson 1. Revision of letter writing would be useful.</p>	<p>Resources: Lesson Pack</p>
<p>Success Criteria: I can identify and explain the differences between formal and informal writing. I can write in a formal or informal style using appropriate language features. I can recognise and use the subjunctive form in formal writing.</p>	<p>Key/New Words: formal, informal, subjunctive</p>	<p>Preparation: Activity Sheet Types of Writing Cards - 1 per group Formal Letter Example - 1 per child Differentiated Activity Sheet Writing a Formal Letter - 1 per child Activity Sheet Formal and Informal Text Types - 1 per pair Differentiated Activity Sheet Writing Emails - 1 per child Mini Test - 1 per child Application Activity - 1 per child</p>

	<p>Introductory Activity: Formal and Informal Writing Read the information from the first slide. Ask children to discuss when and why formal and informal writing could be used using the Types of Writing Cards Activity Sheet. Sort the cards into 'formal', 'informal' or 'formal or informal'. Share and discuss the children's reasons for sorting the cards this way. <i>Can children correctly identify which texts could be formal and informal and recognise that the audience and reason for writing will affect the style of writing that is used?</i></p>
	<p>Independent Focused Activity: Defining Formal Writing Read the information about the features of formal and informal writing (and the use of subjunctive forms if required). Read the Formal Letter Example together. Discuss tricky vocabulary and formal writing features. (You may wish to revise the conventions of formal letter writing.) Children then complete the differentiated Writing a Formal Letter Activity Sheet to respond to the letter. <i>Look for children who are able to write using a convincing formal style using the appropriate language features. (Can they use the subjunctive form?)</i></p>
	<p>Review Activity: Formal and Informal Text Types In pairs children complete the Formal and Informal Text Types Activity Sheet. <i>Can children correctly identify which texts could be formal and informal and recognise that the audience and reason for writing will affect the style of writing that is used?</i></p>
	<p>Consolidation Activity: Writing Emails Children complete the differentiated Writing Emails Activity Sheet to practise writing in informal and formal styles. <i>Look for children who are able to adopt and maintain the appropriate formal or informal writing style and associated language features to write for a specific purpose.</i></p>
	<p>Assessment: Formal Writing Children complete the Mini Test and Application Activity. They identify formal and Informal writing styles in the mini-test and then re-write an informal text in a formal style to practise applying their learning.</p>



Spelling, Punctuation and Grammar

Formal and Informal Writing

SPaG | Formal and Informal Writing

Formal and Informal Writing



Formal and Informal Writing

Introductory Activity

Independent Focused Activity

Review Activity

Consolidation Activity

Assessment

Aim

- Recognise the difference between structures typical of informal speech and structures appropriate for formal speech and writing, including the use of question tags and subjunctive forms.

Success Criteria

- I can identify and explain the differences between formal and informal writing.
- I can write in a formal or informal style using appropriate language features.
- I can recognise and use the subjunctive form in formal writing.



Introductory Activity

Formal and Informal Writing



The style in which you write is specific to your reason for writing and the audience you are writing for.

In some circumstances a **formal** style of writing is appropriate or expected and in others a more **informal** style can be used.



Have a look at the Types of Writing Sorting Cards with your group.

Which types of writing would you expect to be written in a formal style?

Which would you expect to be informal?

Can some types of writing be both?

Formal and Informal Writing



Do you think the following types of writing are **formal**, **informal** or **both**?

a text message	informal
an email	formal and informal
a letter	formal and informal
an essay for school	formal
a diary	informal
a report	formal
a story	formal and informal
an information text	formal

Formal and Informal Writing



What features do you think define a written text as formal or informal?



Discuss your ideas
with your group.



Independent Focused Activity

Defining Formal Writing

Remember, **formal** writing:

Is clear and to the point

Has a more serious tone

Uses correct grammar
and punctuation

Uses specific vocabulary
for the subject

Often uses complex sentence structures

Defining Informal Writing

Remember, **informal** writing **may (but not in all cases)**:

Have a more 'chatty' tone
(conversational, e.g. kind of, so...)

Use more contractions and
abbreviations (it's / TV)

Use text-style words (lol)

Use clichés (raining cats and dogs)

As a general rule all the above **should not** be used in formal writing.



The Subjunctive Form

Challenge: Do you think you can use the subjunctive verb form in your formal writing?

Giving Advice

What would you suggest for these problems?



I've got a terrible cough. I just can't get rid of it!

Oh no! I've forgotten my lunch AGAIN!



Did anyone begin their suggestion with the phrase, "If I were you, I would...?"

Well done; you're using the subjunctive verb form!

Strange New Verbs

Huh? The subjunctive verb form? What's that?

Have a look at these sentences, can you see anything unusual about the verbs?

If John **were** to get an A on his test, I would be very surprised.

Were I a little bit taller, I would be able to reach the shelf.

I would run if I **were** younger.

If I **were** him, I'd try a lot harder at school.

Strange New Verbs

Wouldn't we usually say them like this?

If John **got** an A on his test, I would be very surprised.

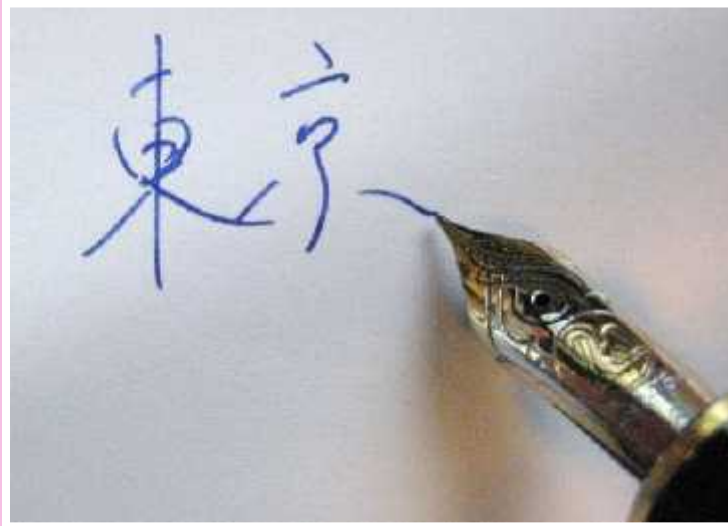
If I **was** a little bit taller, I would be able to reach the shelf.

I would run if I **was** younger.

If I **was** him, I'd try a lot harder at school.

Subjunctive Verbs

The **subjunctive verb** form can be used to show that we don't think the situation is really possible.



Japanese **isn't** going to be taught here.

I'm **not** going to cool down anytime soon!



Subjunctive Verbs

The **subjunctive verb** form structure is really quite simple:

For all verbs except the past of 'be', you use the same as the **infinitive** (basic) form.

be (past)

I **were**
you **were**
he, she, it **were**
we **were**
you **were**
they **were**

be (present)

I **be**
you **be**
he, she, it **be**
we **be**
you **be**
they **be**

all other verbs (past and present)

I **work**
you **work**
he, she, it **works**
we **work**
you **work**
they **work**

Subjunctive Verbs

Actually, it's even easier because the subjunctive doesn't change according to the person (I, you, he/she/it, etc.)



You don't always notice this, because it sometimes sounds like the normal verb.

OK, that's what it is, but what is it for?

The subjunctive verb form isn't common in everyday British speech.

However, it is often used after **formal verbs** such as **require, demand, suggest, propose.**

The governors propose **that** class 5 **learn** maths all day.

The Queen demands **that** all children **be** taught to curtsy.

Mrs Smith requires **that** James Brown **go** to her office now.

Might I suggest **that** your son **wait** outside until we have finished our chat?

Other Uses

The subjunctive verb form is also used after **formal expressions**, such as **it is desirable/necessary/vital/essential**.

It is desirable **that** the whole class **be** here early for the trip.

Is it necessary **that** you **eat** all your chocolate right now?

It is vital **that** each child **bring** their own water bottle to school.

It is essential **that** Magda **take** her hay fever medicine daily.



Review Activity

Formal and Informal Text Types



Use your knowledge of the types and features of **formal** and **informal** writing to complete the table on the Formal and Informal Text Types Activity Sheet.

Formal and Informal Text Types

Use your knowledge of the different genres and text types to write

Complete the table below.

Text Type	Formal, Informal or Both	Reasons (What language features does it contain?)	Examples (Text if you can write your own)
Letter			
Informal Text			
Text Message			
Essay			
Text			



Consolidation Activity

Formal and Informal Writing

Remember **formal** writing:

- Is clear and to the point
- Has a more serious tone
- Uses correct grammar and punctuation
- Uses specific vocabulary for the subject
- Often uses complex sentence structures

Remember **informal** writing **may** (but not in all cases):

- Have a more 'chatty' tone (conversational, e.g. kind of, so...)
- Use more contractions and abbreviations (it's / TV)
- Use text-style words (lol)
- Use clichés (raining cats and dogs)

As a general rule all the above **should not** be used in formal writing.

Writing Emails

Can you adapt your writing style to suit the audience and purpose?

Write two email responses to show you can write in a **formal** and **informal** style.

The image displays two side-by-side screenshots of a writing task interface. Both screenshots have a title bar that reads "Writing Emails".

The left screenshot shows a formal email response template. It includes a "To:" field with a placeholder name, a "From:" field with a placeholder name, a "Subject:" field with a placeholder subject, and a "Body:" field with a placeholder body text. The text is in a formal, professional tone.

The right screenshot shows an informal email response template. It includes a "To:" field with a placeholder name, a "From:" field with a placeholder name, a "Subject:" field with a placeholder subject, and a "Body:" field with a placeholder body text. The text is in a casual, friendly tone. A small image of a book is visible in the right screenshot.



Assessment

Formal Writing



Use your knowledge of formal and informal writing styles to help you complete the Mini Test. Then apply your formal writing skills to write an information text.

Formal and Informal Writing Mini Test

1. Which of the following sentences is written in a formal style?
Tick one and check the correct box in the answer grid.

- A) I've been to the beach this summer and it was great.
- B) I have just finished my homework.
- C) I'm really enjoying my new school.
- D) This school is a great place to study for GCSEs.
- E) I enjoyed taking my class to the cinema, so we went.

2. Which of the following sentences is written in an informal style?
Tick one and check the correct box in the answer grid.

- A) I have just finished my homework.
- B) I'm really enjoying my new school.
- C) I've been to the beach this summer and it was great.
- D) This school is a great place to study for GCSEs.
- E) I enjoyed taking my class to the cinema, so we went.

3. Which of the following sentences is written in a formal style?
Tick one and check the correct box in the answer grid.

- A) I've been to the beach this summer and it was great.
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- C) I'm really enjoying my new school.
- D) This school is a great place to study for GCSEs.
- E) I enjoyed taking my class to the cinema, so we went.

4. Which of the following sentences is written in an informal style?
Tick one and check the correct box in the answer grid.

- A) I've been to the beach this summer and it was great.
- B) I have just finished my homework.
- C) I'm really enjoying my new school.
- D) This school is a great place to study for GCSEs.
- E) I enjoyed taking my class to the cinema, so we went.

Formal and Informal Writing Mini Test

1. Tick the correct box for each sentence.

2. Tick the correct box for each sentence.

3. Tick the correct box for each sentence.

4. Tick the correct box for each sentence.

5. Tick the correct box for each sentence.

6. Tick the correct box for each sentence.

7. Tick the correct box for each sentence.

8. Tick the correct box for each sentence.

9. Tick the correct box for each sentence.

10. Tick the correct box for each sentence.

11. Tick the correct box for each sentence.

12. Tick the correct box for each sentence.

13. Tick the correct box for each sentence.

14. Tick the correct box for each sentence.

15. Tick the correct box for each sentence.

16. Tick the correct box for each sentence.

17. Tick the correct box for each sentence.

18. Tick the correct box for each sentence.

19. Tick the correct box for each sentence.

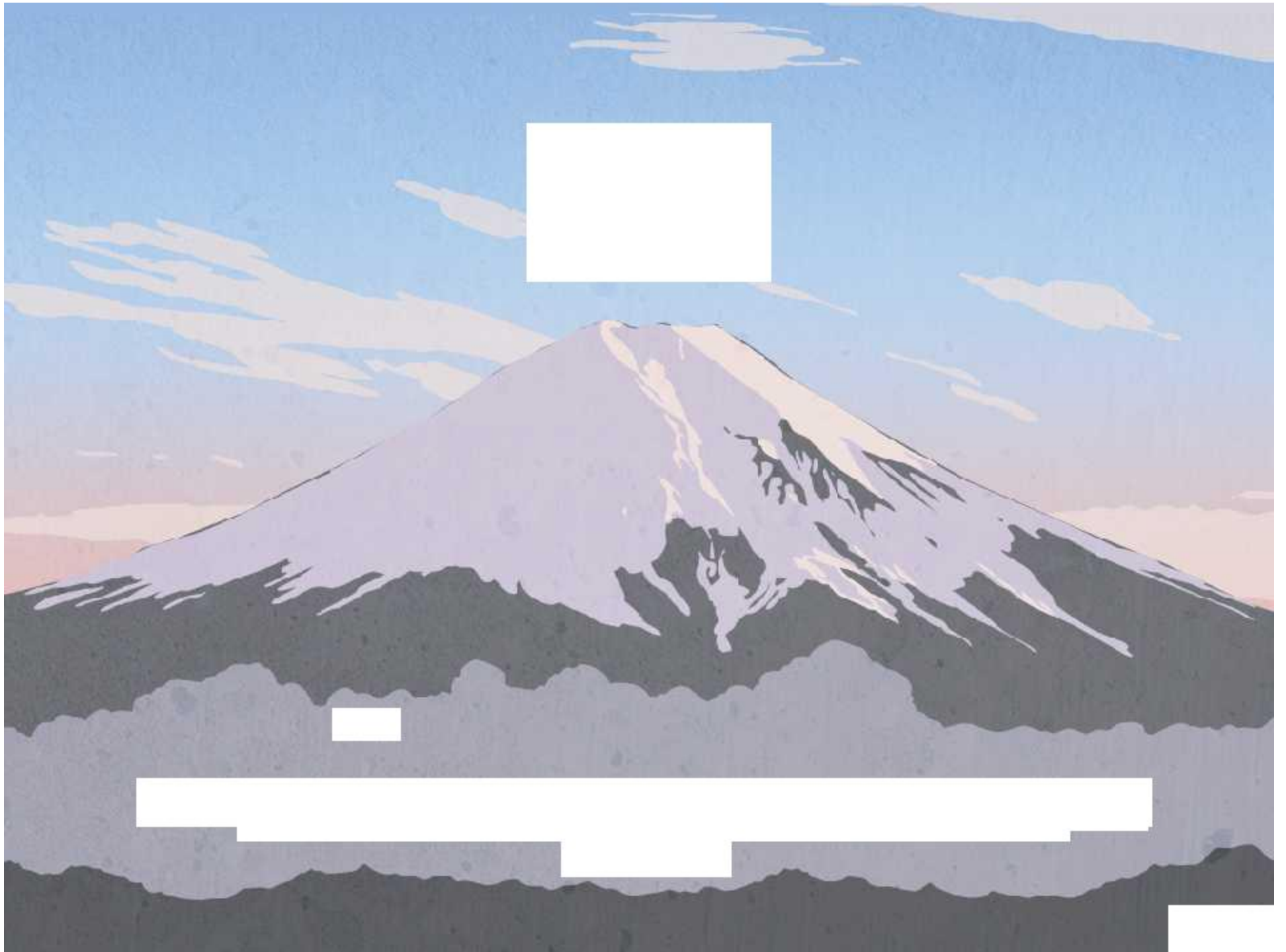
20. Tick the correct box for each sentence.

Aim

- Recognise the difference between structures typical of informal speech and structures appropriate for formal speech and writing, including the use of question tags and subjunctive forms.

Success Criteria

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Formal and Informal Text Types

I can identify and explain the differences between formal and informal writing.



Complete the table using your knowledge of formal and informal texts.

Text Type	Formal, Informal or Both	Reasons (What language features does it contain?)	Example Text (Find or write your own)
Diary			
Story			
Report			

Formal and Informal Text Types

Text Type	Formal, Informal or Both	Reasons (What language features does it contain?)	Example Text (Find or write your own)
Letter			
Information Text			
Text Message			
Essay			
Email			



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Formal and Informal Text Types

Text Type	Formal, Informal or Both	Reasons (What language features does it contain?)	Example Text (Find or write your own)
Letter			
Information Text			
Text Message			
Essay			
Email			

Formal Letter Example

I can write in a formal style using appropriate language features.



Read the letter and highlight the formal language features. Then respond to the letter in an appropriate formal style advising Mr. A Noyd what he should do.

Mr. A Noyd,
340 Decibel Street,
Churchfield,
Salisbury,
SP47 9VL.

16 December 2018

Noise Pollution Officer,
42 Loud Lane,
Council Offices,
Salisbury,
SP38 6TD.

Dear Sir or Madam,

I am writing to make an official complaint about the level of noise I have to endure while living in my home.

Although my house is situated on the outskirts of town beside a farmer's field, I often feel as though I am living in the centre of a busy city, and the anxiety it is causing me is now affecting my health. Palpitations, breathlessness and hair loss are my main concerns and my caring doctor has now recommended the use of ear plugs to help me to block out the noise and ease my symptoms.

The most frustrating source of noise pollution comes in the form of my next door neighbour's young springer spaniel who, despite being the friendliest little dog the majority of the time, has the loudest bark imaginable when he is left home alone. In addition to this when he spots a squirrel in the garden his constant barking (a major source of irritation on its own) escalates into a high pitched whine which often continues for hours, usually until his owner arrives back from work. My wife proposes that I be patient, as she feels the dog will outgrow the habit. However, I am not convinced this will be the case.

The second major source of noise is the local bell-ringing group who now practise in Churchfield's bell tower directly across the road from my house up to six times per week. When the group first formed a few years ago the number of members was very small and the bell-ringing sessions were restricted to thirty minute practices in the early evening, once or twice a week. As a result of increased interest from outside villages and the advent of inter-village bell ringing competitions, the sessions now last for several hours – often late into the night. If I were so inclined, I would join the bell ringing society myself, as I feel I must be quite an expert on the repertoire of tunes they perform.

Finally I am growing increasingly annoyed by the chorus of mooing beyond my garden wall. Whilst I acknowledge and respect the fact that I live beside a farmer's field and that cows must have somewhere to exercise and graze, I believe that Farmer Jones keeps his largest herd there to antagonise me. I suggest that he alternate the field in which he keeps his cows, as George Redman down the road reports that the field behind his house is permanently empty.

I hope you will take time to investigate my complaint and take appropriate measures to reduce the level of noise pollution I suffer from. I look forward to receiving your reply.

Yours Faithfully,
Mr. A Noyd.

Formal Letter Example

I can write in a formal style using appropriate language features.

Read the letter and highlight the formal language features. Then respond to the letter in an appropriate formal style advising Mr. A Noyd what he should do.

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The second major source of noise is the local bell-ringing group who now practise in Churchfield's bell tower directly across the road from my house up to six times per week. When the group first formed a few years ago the number of members was very small and the bell-ringing sessions were restricted to thirty minute practices in the early evening, once or twice a week. As a result of increased interest from outside villages and the advent of inter-village bell ringing competitions, the sessions now last for several hours – often late into the night. If I were so inclined, I would join the bell ringing society myself, as I feel I must be quite an expert on the repertoire of tunes they perform.

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I hope you will take time to investigate my complaint and take appropriate measures to reduce the level of noise pollution I suffer from. I look forward to receiving your reply.

Yours Faithfully,
Mr. A Noyd

1. Main examples of formal language used in the context of this letter are underlined.

Letter is set out in a formal structure showing the addresses of both the writer and recipient.

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Churchfield,
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16 December 2018

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Formal opening → Dear Sir or Madam,

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I hope you will take time to investigate my complaint and take appropriate measures to reduce the level of noise pollution I suffer from. I look forward to receiving your reply.

Yours Faithfully,
Mr. A Noyd

→ *Date under writer's address (appropriately spaced)*









Letter signed off in the formal style using the correct 'Yours Faithfully' as the writer of the letter does not know the name of the person they are writing to.

Writing Sorting Cards

I can identify and explain the differences between formal and informal writing.



Can you sort the text types into three groups: formal, informal or both? Discuss your reasons for sorting the cards this way. Can you think of any other text types? Which group would they go into? Be ready to feedback your ideas to the whole class.





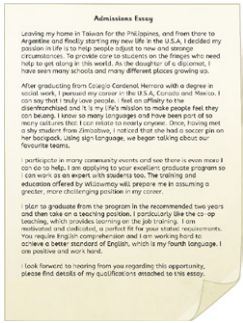



<p>Text message</p> 	<p>Email</p> 
<p>Letter</p> 	<p>Diary</p> 
<p>Essay</p> 	<p>Report</p> 
<p>Story</p> 	<p>Information Text</p> 

Writing Sorting Cards

I can identify and explain the differences between formal and informal writing.



Can you sort the text types into three groups: formal, informal or both? Discuss your reasons for sorting the cards this way. Can you think of any other text types? Which group would they go into? Be ready to feedback your ideas to the whole class.

<p>Text message</p> 	<p>Email</p> 
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<p>Essay</p> 	<p>Report</p> 
<p>Story</p> 	<p>Information Text</p> 



Writing a Formal Letter

Miss Hushed from the local council has written a reply to Mr A Noyd's letter but some of it is too informal. Can you re-write her letter to make it more formal? The words or phrases which need changing are underlined.

Miss B Hushed
Noise Pollution Officer
Council Offices
42 Loud Lane
Salisbury
SP38 6TD

20 December 2018

Mr A Noyd
340 Decibel Street
Churchfield
Salisbury
SP47 9VL

Dear Mr A Noyd,

Thank you for your letter about noise pollution. I have carefully weighed up your situation and think you should try to do these things:

Firstly, have a chat with your neighbour about his dog. It may be that he doesn't know his dog is not happy at home on his own and perhaps he will do something to sort it out. If the problem continues I propose that you contact the Animal Welfare Department. Barry there is dead good! He'll sort it out.

Bell ringing! Lol! I can appreciate that must be really getting on your nerves. If I were you, I would go and tell 'em that late night sessions are not on and request that they arrange to practise in some of the neighbouring churches every now and then.

With regard to the cows it's crystal clear that Farmer Jones is trying to wind you up, mate. I suggest you arrange a get together with him and lay your cards on the table. Hopefully this will help him to realise the unfairness of the situation and he will shift the mooers on.

If, after you have had a go at doing all this stuff, you are still experiencing difficulties, just give us a ring and I will arrange to visit you in your home and check it all out myself.

I hope your health problems get better soon.

Yours Sincerely,
Miss B Hushed



Writing a Formal Letter

I can write in a formal style using appropriate language features.



Miss B Hushed
Noise Pollution Officer
Council Offices
42 Loud Lane
Salisbury
SP38 6TD

20 December 2018

Mr A Noyd
340 Decibel Street
Churchfield
Salisbury
SP47 9VL

Dear Mr A Noyd,

Yours sincerely,

Miss B Hushed



Writing a Formal Letter

Miss Hushed from the local council has written a reply to Mr A Noyd's letter but some of it is too informal and one paragraph is incomplete! Highlight or underline the parts of the letter which need changing then re-write the whole letter including the missing part so that it is formal throughout.

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42 Loud Lane
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I hope your health problems get better soon.

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Miss B Hushed



Writing a Formal Letter

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42 Loud Lane
Salisbury
SP38 6TD

20 December 2018

Mr A Noyd
340 Decibel Street
Churchfield
Salisbury
SP47 9VL



Writing a Formal Letter

I can write in a formal style using appropriate language features.



Miss Hushed from the local council has started to write a reply to Mr A Noyd's letter but it needs finishing. On the next page, complete the letter, ensuring that you write in a formal style throughout.

Include an opening and closing paragraph, and paragraphs advising Mr Noyd what to do about:

- his neighbour's dog
- the bell ringing
- the cows

Miss B Hushed
Noise Pollution Officer
Council Offices
42 Loud Lane
Salisbury
SP38 6TD

20 December 2018

Mr A Noyd
340 Decibel Street
Churchfield
Salisbury
SP47 9VL

Dear Mr A Noyd,

Thank you for your letter regarding noise pollution. I have carefully weighed up your situation and, before we proceed to investigate further, may I advise that you take the following measures:

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I hope your health issues improve soon and that you will not require the use of the ear plugs in the near future.

Yours Sincerely,
Miss B Hushed



Writing a Formal Letter

Miss Hushed from the local council has written a reply to Mr A Noyd's letter but some of it is too informal. Can you re-write her letter to make it more formal? The words or phrases which need changing are underlined.

Miss B Hushed
Noise Pollution Officer
Council Offices
42 Loud Lane
Salisbury
SP38 6TD

20 December 2018

Mr A Noyd
340 Decibel Street
Churchfield
Salisbury
SP47 9VL

Dear Mr A Noyd,

Thank you for your letter about noise pollution. I have carefully weighed up your situation and think you should try to do these things:

Firstly, have a chat with your neighbour about his dog. It may be that he doesn't know his dog is not happy at home on his own and perhaps he will do something to sort it out. If the problem continues I propose that you contact the Animal Welfare Department. Barry there is dead good! He'll sort it out.

Bell ringing! Lol! I can appreciate that must be really getting on your nerves. If I were you, I would go and tell 'em that late night sessions are not on and request that they arrange to practise in some of the neighbouring churches every now and then.

With regard to the cows it's crystal clear that Farmer Jones is trying to wind you up, mate. I suggest you arrange a get together with him and lay your cards on the table. Hopefully this will help him to realise the unfairness of the situation and he will shift the mooers on.

If, after you have had a go at doing all this stuff, you are still experiencing difficulties, just give us a ring and I will arrange to visit you in your home and check it all out myself.

I hope your health problems get better soon.

Yours Sincerely,
Miss B Hushed



Writing a Formal Letter

I can write in a formal style using appropriate language features.



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Noise Pollution Officer
Council Offices
42 Loud Lane
Salisbury
SP38 6TD

20 December 2018

Mr A Noyd
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Churchfield
Salisbury
SP47 9VL

Dear Mr A Noyd,

Yours sincerely,

Miss B Hushed



Writing a Formal Letter

Miss Hushed from the local council has written a reply to Mr A Noyd's letter but some of it is too informal and one paragraph is incomplete! Highlight or underline the parts of the letter which need changing then re-write the whole letter including the missing part so that it is formal throughout.

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With regard to the cows it's crystal clear

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Yours Sincerely,
Miss B Hushed



1. Highlight or underline the parts of the letter which need changing then re-write the whole letter including the missing part so that it is formal throughout.

Thank you for your letter **about** noise pollution. I have carefully weighed up your situation and **think you should try to do these things:**

Firstly, **have a chat** with your neighbour about his dog. It may be that he **doesn't know** his dog is **not happy** at home on his own and perhaps he will do **something to sort it out**. If the problem continues I propose that you contact the Animal Welfare Department. **Barry there is dead good! He'll sort it out.**

Bell ringing! Lol! I can appreciate that must be **really getting on your nerves**. If I were you, I would go and **tell 'em** that late night sessions are **not on** and request that they arrange to practise in some of the neighbouring churches **every now and then**.

With regard to the cows it's **crystal clear**...

If, after you have **had a go at doing all this stuff**, you are still experiencing difficulties, **just give us a ring** and I will arrange to visit you in your home and **check it all out myself**.

I hope your health problems **get better soon**.

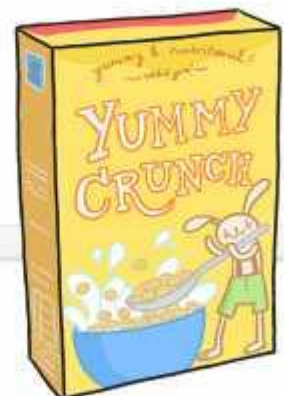
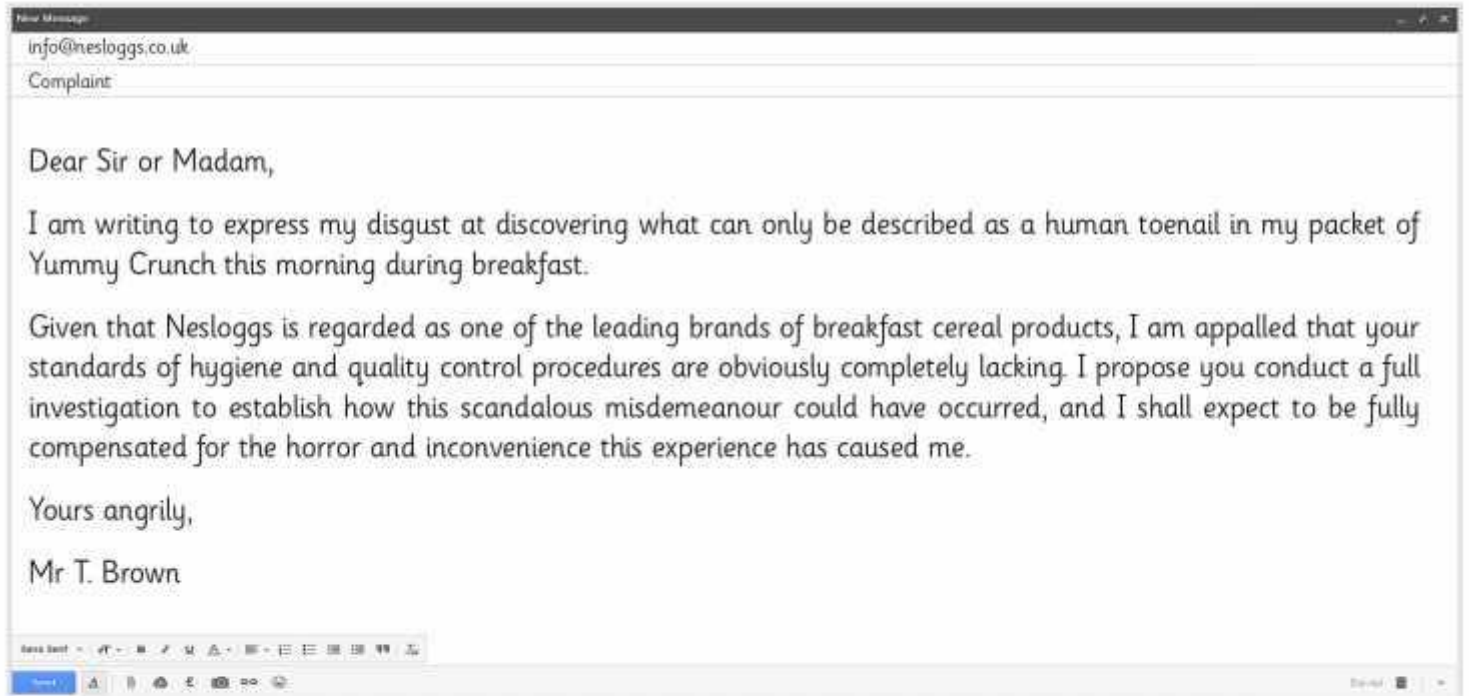


Writing Emails

I can write about the same subject in a formal style and an informal style, using appropriate language features.



Read the following emails and write replies in the same formal or informal style.





Writing Emails

I can write about the same subject in a formal style and an informal style, using appropriate language features.



Imagine you have found an unwelcome surprise in your breakfast cereal packet. Write a formal email to complain to the cereal company about this and an informal email to your friend to tell them what happened. Think about how the two emails may differ.

Consider

- The facts or information you include.
- The grammar, punctuation and vocabulary you choose.
- The tone of the email (e.g. angry, amused, disgusted etc.)



New Message

To:

Subject:

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and other text formatting options.



Writing Emails

I can write about the same subject in a formal style and an informal style, using appropriate language features.



Read the following emails and write replies in the same formal or informal style.

New Message

info@nesloggs.co.uk

Complaint

Dear Sir or Madam,

I am writing to express my disgust at discovering what can only be described as a human toenail in my packet of Yummy Crunch this morning during breakfast.

Given that Nesloggs is regarded as one of the leading brands of breakfast cereal products, I am appalled that your standards of hygiene and quality control procedures are obviously completely lacking. I propose you conduct a full investigation to establish how this scandalous misdemeanour could have occurred, and I shall expect to be fully compensated for the horror and inconvenience this experience has caused me.

Yours angrily,

Mr T. Brown

Sans Serif | Font size | Bold | Italic | Underline | Text color | Background color | Bulleted list | Numbered list | Indent list | Link | Unlink | Undo | Redo | Spell check | Help

Send | Saved

New Message

joe@bloggs.net

Hey

Hi Joe,

Guess what happened to me this morning? You'll never guess! I found a toenail in my breakfast cereal! I couldn't believe it! I nearly swallowed it as well – made me feel sick!

I've emailed Nesloggs and told them what happened. There's obviously something seriously wrong in their factories if toenails are getting into the products! Yuk!!

Anyway I've decided I'm going to stick to toast for a while. I think that's safer!

Catch you later dude!

Tommy

Sans Serif | Font size | Bold | Italic | Underline | Text color | Background color | Bulleted list | Numbered list | Indent list | Link | Unlink | Undo | Redo | Spell check | Help

Send | Saved





Writing Emails

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New Message

To:

Subject

Sans Serif | [Font icons]

Send [Attachment icons]

Saved [Dropdown]

Formal and Informal Writing

Formal writing:

Is clear and to the point
Has a more serious tone
Uses correct grammar and punctuation
Uses specific vocabulary for the subject
Often uses complex sentence structures

Informal writing may (but not in all cases):

Have a more 'chatty' tone (conversational e.g. kind of, so...)
Use more contractions and abbreviations (e.g. it's / TV)
Use text-style words (e.g. lol)
Use clichés (e.g. raining cats and dogs)

As a general rule all the above **should not** be used in formal writing.

Remember: The style in which you write is specific to your reason for writing and the audience you are writing for. In some circumstances a **formal** style of writing is appropriate or expected and in others a more **informal** style can be used.

Formal writing:

Essay for school

Report

Information text



Informal writing:

Diary

Text Message



Formal or Informal writing:

Letter

Email

Story



Can you think of any more examples?

Formal and Informal Writing

Formal writing:

Is clear and to the point
Has a more serious tone
Uses correct grammar and punctuation
Uses specific vocabulary for the subject
Often uses complex sentence structures

Informal writing may (but not in all cases):

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Formal writing:

Essay for school

Report

Information text



Informal writing:

Diary

Text Message



Formal or Informal writing:

Letter

Email

Story



Can you think of any more examples?

Application Activity

I can identify the differences between formal and informal writing and write in a formal or informal style using appropriate language features.



Your challenge is to write an information leaflet or poster describing the features of formal and informal writing, and occasions when the different styles would be used. You should also include examples of different types of formal and informal writing to illustrate your points.

Name:

Date:

18
total marks

Formal and Informal Writing Mini Test

1. Are these sentences formal or informal?

Underline the vocabulary that helps you decide.

Tick the correct box.

a) School is generally regarded as an excellent place in which to learn new facts.

formal

informal

b) The kids in class 6 were mega chuffed about their trip.

formal

informal

c) Assuming the report is satisfactory, work on the new classroom will commence tomorrow.

formal

informal

3 marks

2. Re-write these sentences so they are more formal.

a) Tomorrow morning class 6 are off to the museum to see the new stuff they've got in.

b) The science teacher, Mr Jones, loves a bit of fishing after tea when school's out.

c) All reading books need to be back in school pronto so that Mrs. Henley can sort the library out.

3 marks

total for

3. Re-write these sentences so they are more informal.

a) The after school cookery class will commence in due course.

3 marks

b) All students must ensure that their school identification cards are updated with the correct information.

c) It is with deep regret that we have to inform you of Mrs Warren's decision to cancel the summer show.

3 marks

4. List three types of writing which would usually require a formal style:

a)

b)

c)

3 marks

5. List three types of writing which would usually require an informal style:

a)

b)

c)

total for this page

6. Which of the following sentences are written in the subjunctive mood?

Tick them and then underline the subjunctive verbs in the sentences:

a) It is essential that Tom begin the homework at once.

b) If I were you, I would hurry with that homework.

c) Nemo always tries to swim faster than his friends.

d) Mrs Soloman requests Lisa be excused from PE today.

e) Croftwell School will soon be opening at weekends.

Score
1 mark
for each
correctly
identified
answer.



END OF TEST

total for
this page

1 Are these sentences formal or informal?	3 marks
a) School is generally regarded as an excellent place in which to learn new facts.	Formal
b) The kids in class 6 were mega chuffed about their trip.	Informal
c) Assuming the report is satisfactory , work on the new classroom will commence tomorrow.	Formal
2 Re-write these sentences so they are more formal. Example sentences suggested. Accept other suitably formal sentences.	3 marks
a) Tomorrow morning class 6 are off to the museum to see the new stuff they've got in. Tomorrow morning class 6 will be visiting the museum to view the latest collections.	
b) The science teacher, Mr Jones, loves a bit of fishing after tea when school's out. The science teacher, Mr Jones, enjoys fishing in his spare time.	
c) All reading books need to be back in school pronto so that Mrs. Henley can sort the library out. All reading books should be returned to Mrs Henley as soon as possible so that the library can be reorganised.	
3 Re-write these sentences so they are more formal. Example sentences suggested. Accept other suitably informal sentences.	3 marks
a) The after school cookery class will commence in due course The after school cooking club will start soon.	
b) All students must ensure that their school identification cards are updated with the correct information. All students need to make sure that the information on their ID cards is up to date.	
c) It is with deep regret that we have to inform you of Mrs Warren's decision to cancel the summer show. We're sorry to tell you that Mrs. Warren has called off the summer show.	
4 List three types of writing which would usually require a formal style: Here are some suggestions:	3 marks
<ul style="list-style-type: none"> • Essay, report • Business or professional letter • Business or professional email • Serious story • Newspaper report. 	
5 List three types of writing which would usually require a more informal style: Here are some suggestions.	3 marks
<ul style="list-style-type: none"> • Text message • Letter or email to a friend • Diary • Light hearted story • Magazine article 	

1 Which of the following sentences are written in the subjunctive mood? Tick them and then underline the subjunctive verbs in the sentences:

3 marks

a) It is essential that Tom begin the homework at once.

b) If I were you, I would hurry with that homework.

c) Nemo always tries to swim faster than his friends.

d) Mrs Soloman requests Lisa be excused from PE today.

e) Croftwell School will soon be opening at weekends.