

# 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.

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

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

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3 marks

total for this page

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

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

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.