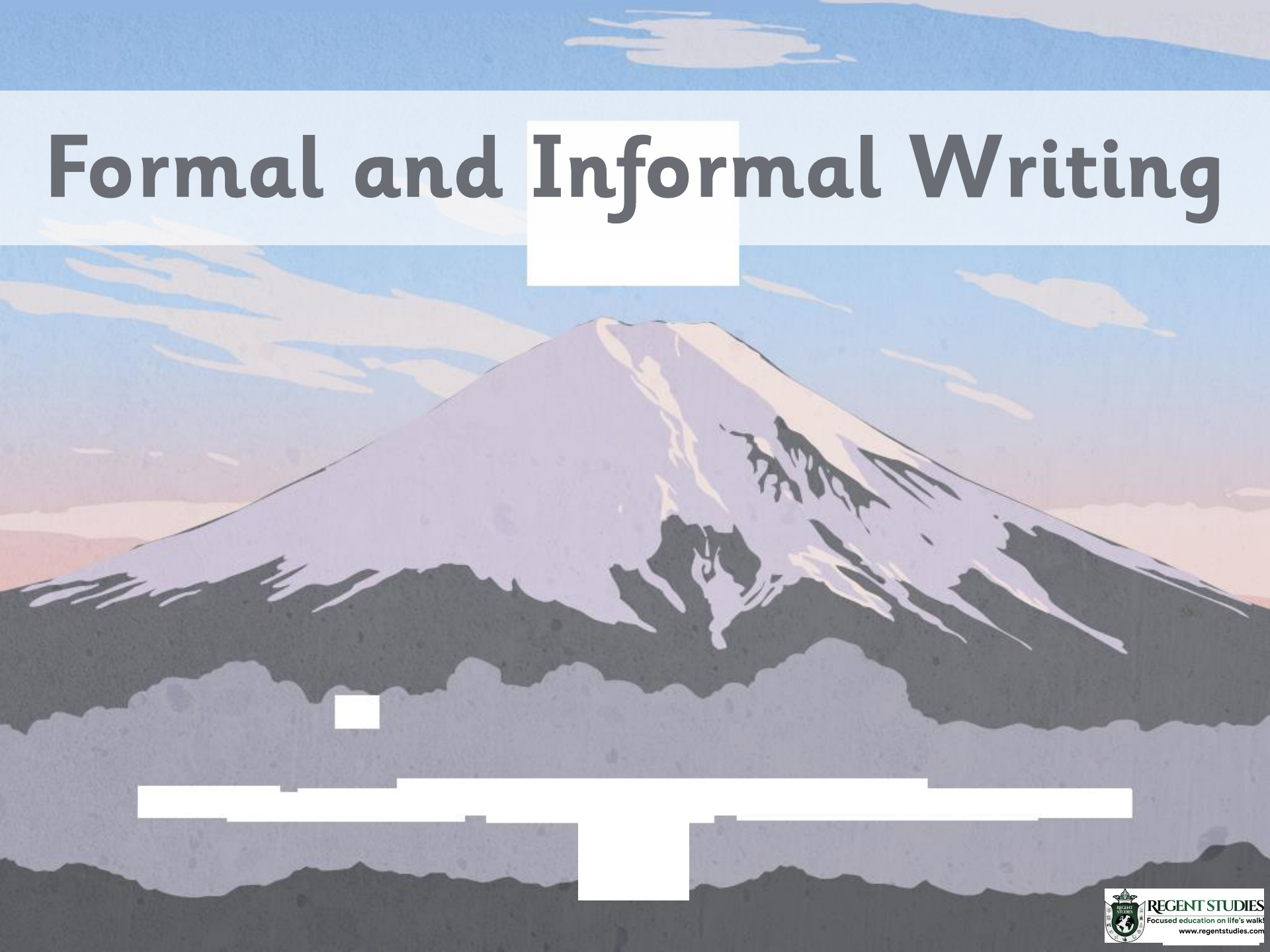


# Spelling, Punctuation and Grammar

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

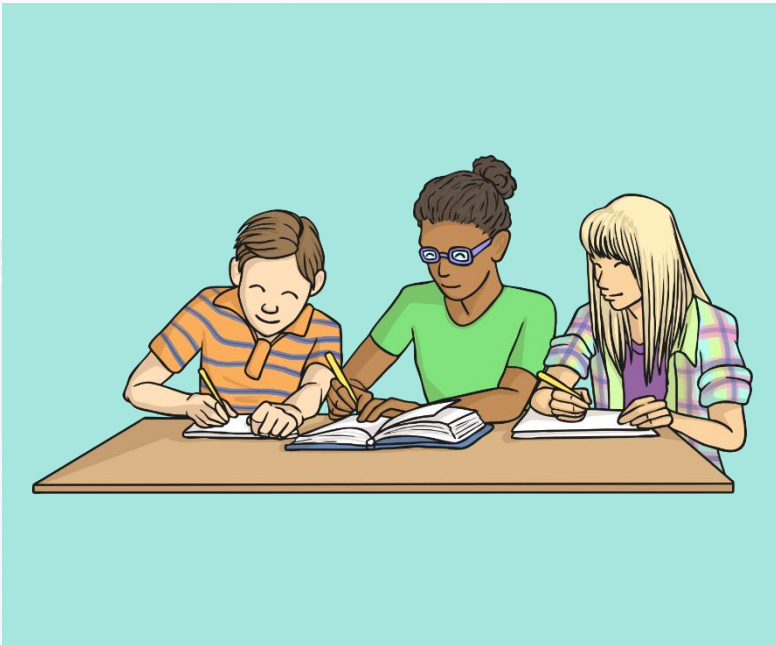


# Formal and Informal Writing



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.

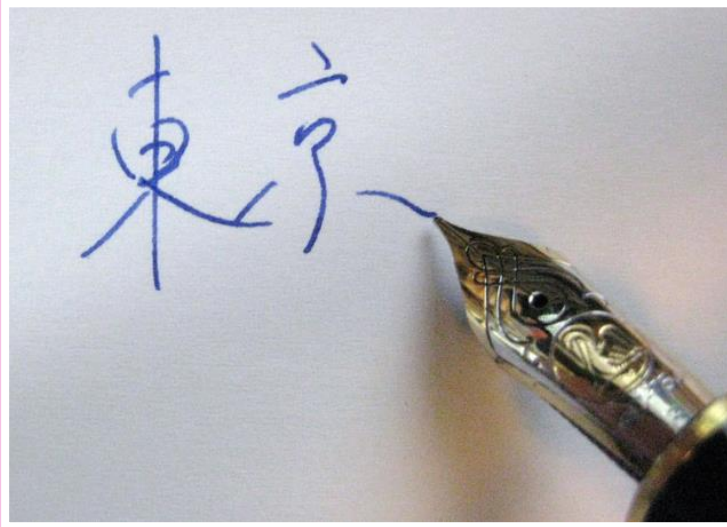
If I **was** a little bit taller, I would be able to reach the shelf.

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**.

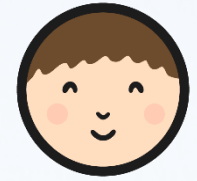
It is desirable **that** the whole class **be** here early for the trip.

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.

# Writing a Formal Letter



Read and respond to the formal letter on your activity sheet.

## ★ Writing a

Miss Hushed from the local council has written an informal letter. Can you re-write her letter to make it more formal? The words and phrases that are underlined are the ones you should change.

Mr A Noyd  
340 Decibel Street  
Churchfield  
Salisbury  
SP47 9VL

Dear Mr A Noyd,

Thank you for your letter about noise and think you should try to do these:

Firstly, have a chat with your neighbour. His dog is not happy at home on his own. I propose that you deal with it. He'll sort it out.

Bell ringing! Lol! I can appreciate that you would go and tell 'em that late night practise in some of the neighbouring houses.

With regard to the cows it's crystal clear. I suggest you arrange a get together. We will help him to realise the unfairness.

If, after you have had a go at doing a give us a ring and I will arrange to visit.

I hope your health problems get better.

Yours Sincerely,  
Miss B Hushed

## ★ Writing a

I can write in a formal style

Mr A Noyd  
340 Decibel Street  
Churchfield  
Salisbury  
SP47 9VL

Dear Mr A Noyd,

Yours sincerely,  
Miss B Hushed

## ★★ Writing a

Miss Hushed from the local council has written an informal letter and one paragraph is incomplete! Her letter is underlined. Can you change it to be more formal? Then re-write the whole letter including the missing paragraph.

Mr A Noyd  
340 Decibel Street  
Churchfield  
Salisbury  
SP47 9VL

Dear Mr A Noyd,

Thank you for your letter about noise and think you should try to do these:

Firstly, have a chat with your neighbour. His dog is not happy at home on his own. I propose that you deal with it. He'll sort it out.

Bell ringing! Lol! I can appreciate that you would go and tell 'em that late night practise in some of the neighbouring houses.

With regard to the cows it's crystal clear.

If, after you have had a go at doing a give us a ring and I will arrange to visit.

I hope your health problems get better.

Yours Sincerely,  
Miss B Hushed

## ★★ Writing a

I can write in a formal style

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

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:

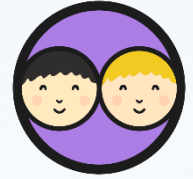
I hope your health issues improve soon and that you will not require the use of the ear-plugs in the near future.

Yours Sincerely,  
Miss B Hushed

Miss B Hushed  
Noise Pollution Officer  
Council Offices  
42 Loud Lane  
Salisbury  
SP38 5TD  
20 December 2018

# 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

Learn to identify and explain the differences between formal and informal writing.

Complete the

## 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)
Diary	Letter		
Story	Information Text		
Report	Text Message		
	Essay		
	Email		



# 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.

## 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 and informal style.

**Formal Email:**

Dear Sir or Madam,

I am writing to express my disgust at discovering what can only be described as Yummy Crunch this morning during breakfast.

Given that Neslogg is regarded as one of the leading brands of breakfast cereals, standards of hygiene and quality control procedures are obviously costly. Investigation to establish how this scandalous misadventure could be commemorated for the honor and inconvenience this experience has caused would be appreciated.

Yours angrily,

Mr. T. Brown

**Informal Email:**

Hi Joe,

Guess what happened to me this morning? You'll never guess! I found believe it or not, I nearly swallowed it as well – made me feel sick!

I've emailed Neslogg and told them what happened. There's obviously a problem as they're getting into the products! Yuck!

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

Catch you later dude!

Tommy



## 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**

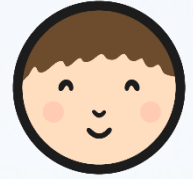
- The facts or information you include.
- The grammar, punctuation and vocabulary you choose.
- The tone of the email (e.g. angry, amused, disgusted etc.)



# 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**

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 Solomon requests Lisa be excused from PE today.
- e) Croftwell School will soon be opening at weekends.

\*\*\*END OF TEST\*\*\*

**Formal and Informa Writing**

3. Rewrite these sentences so they are more informal.

- a) The after school cookery class will commence in due course.
- b) All students must ensure that their school identification cards are updated with correct information.
- c) It is with deep regret that we have to inform you of Mrs Warren's decision to the summer show.

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

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

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

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**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

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.



# 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.

