10.11 Formal vs Informal Language: 10-minute Pack

about 10 minutes

Total Marks

Name: _____ Date: ____ / ____ / _____

Answer ALL questions.

Two Messages About the Summer Fete

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Highfield Primary School is holding its annual summer fete. Read the two extracts below: the first is part of a formal letter sent home to parents and carers, and the second is an informal text message between two pupils, Ben and Sam.

Extract A: from a letter sent by the school office to parents and carers

Dear Parents and Carers, I am writing to inform you that the school's annual summer fete will take place on Saturday 20th June from midday until three o'clock. Refreshments will be served throughout the afternoon, and all proceeds will be donated to the school library fund. We would be grateful if you could return the enclosed reply slip by Friday 12th June. Should you require any further information, please do not hesitate to contact the school office. Yours faithfully, Mrs J. Ahmed, Headteacher

Extract B: a text message from Ben to his friend Sam

Hey mate! U coming to the fete on Sat? Gonna be well good, there's cakes and stuff and I reckon Mr Patel's doing the water balloons again lol. Can't wait tbh. Let me know asap!

1 Look back at the two extracts above. For each phrase below, tick whether it comes from Extract A (the formal letter) or Extract B (the text message).

(a) "Gonna be well good" **(1)**

- ☐ A) Extract A - the formal letter
- ☐ B) Extract B - the text message

(b) "I am writing to inform you" **(1)**

- ☐ A) Extract A - the formal letter
- ☐ B) Extract B - the text message

(c) "Can't wait tbh" **(1)**

- ☐ A) Extract A - the formal letter
- ☐ B) Extract B - the text message

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(d) "We would be grateful if" **(1)**

- [ ] A) Extract A - the formal letter
- [ ] B) Extract B - the text message

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2 The school's letter is printed again below. Underline four words or phrases that make the writing sound formal and polite.

I am writing to inform you that the school's annual summer fete will take place on Saturday 20th June. We would be grateful if you could return the enclosed reply slip by Friday 12th June. Should you require any further information, please do not hesitate to contact the school office.

(4)

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3 In Extract A, the school's letter uses the phrase 'Should you require any further information, please do not hesitate to contact the school office' rather than 'If you need anything, just ask'. Explain why this more formal phrasing is appropriate here.

(2)

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4 Write a short, formal reply (2 to 3 sentences) to the school's letter in Extract A, confirming that you will attend the fete. Use a formal greeting, at least one formal modal phrase (for example 'I would be happy to' or 'I would like to'), and a formal closing.

(4)

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Mark scheme · 10.11 Formal vs Informal Language: 10-minute Pack

Question 1

(a) B ticked (Extract B) cao	**B1**
(a) Answer: **B) Extract B - the text message**	
(b) A ticked (Extract A) cao	**B1**
(b) Answer: **A) Extract A - the formal letter**	
(c) B ticked (Extract B) cao	**B1**
(c) Answer: **B) Extract B - the text message**	
(d) A ticked (Extract A) cao	**B1**
(d) Answer: **A) Extract A - the formal letter**	

Question 2

I am writing to inform you underlined cao	**B1**
We would be grateful if underlined cao	**B1**
Should you require any further information underlined cao	**B1**
do not hesitate to contact underlined cao; accept any four clearly formal or polite phrases from the letter, e.g. will take place, the enclosed reply slip, any further information	**B1**

Answer: **I am writing to inform you; We would be grateful if; Should you require any further information; do not hesitate to contact**

Question 3

identifies that the letter is addressed to an unknown, wider audience of parents and carers, not a single friend (oe)	**B1**
identifies an appropriate effect, e.g. sounds professional/polite and gives the letter authority, matching the formal purpose of the communication (oe)	**B1**

Answer: **It suits the wider, more distant audience of parents and carers, and makes the school sound professional, polite and trustworthy.**

Question 4

uses a formal greeting appropriate to a letter (e.g. Dear Mrs Ahmed / Dear Sir or Madam) (oe)	**B1**
uses at least one formal modal phrase correctly and appropriately (oe)	**B1**
clearly confirms attendance at the fete in a formal register, with no contractions or slang (oe)	**B1**
uses a formal closing appropriate to a letter (e.g. Yours sincerely / Yours faithfully) (oe)	**B1**

Answer: **e.g. Dear Mrs Ahmed, I am writing to confirm that my family and I would be happy to attend the summer fete on Saturday 20th June. We look forward to supporting the school library fund. Yours sincerely, [name]**

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