10.11 Formal vs Informal Language: 30-minute Pack

about 30 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 Circle the correct formal form for each sentence.

(a) If I ___ the head teacher, I would hold the fete every month. **(1)**

- ☐ was
- ☐ were

(b) ___ any further information, please contact the school office. **(1)**

- ☐ Should you require
- ☐ If you would need

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2 Rewrite each informal sentence from Ben's text message in a formal style.

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

(b) There's cakes and stuff. **(1)**

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

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3 The sentence below contains a non-standard double negative. Find and correct the error so that it is grammatically correct for formal writing.

We didn't see nobody at the gate when we arrived.

(2)

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4 Imagine the fete has to finish an hour early because of heavy rain. Write two sentences giving the same news in two different registers.

(a) Write an informal sentence, as if you were texting a friend. **(1)**

(b) Write a formal sentence, as if it were an announcement for the school newsletter. **(1)**

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5 Rewrite each informal request below as a formal, polite request, using a modal verb such as could, would or might.

(a) Gimme a hand with these chairs. **(1)**

(b) Give us the form back by Friday. **(1)**

(c) Can I get a copy of the newsletter? **(1)**

6 The sentence below contains a non-standard double negative. Find and correct the error so that it is grammatically correct for formal writing.

The committee hadn't received no replies by the deadline.

(2)

7 The paragraph below is meant for the school newsletter, so it should be entirely formal. Find and correct the three informal features.

Loads of families came to the quiz night and everyone reckoned it was well good. The PTA are gonna run another one next term.

(3)

8 Write a greeting and a closing suitable for each situation below.

(a) A formal letter to the head teacher, whose name you do not know. **(1)**

(b) An informal text message to a friend. **(1)**

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9 The school sports day results have just been announced. Write your own sentences below.

(a) Write a formal sentence, as if for the school website. **(2)**

(b) Write an informal sentence, as if telling a friend the same news. **(2)**

10 Rewrite the sentence below in the passive voice, suitable for a formal school notice.

Volunteers will collect the donations at the end of the fete.

(2)

11 Tick whether each sentence below is written in the active or the passive voice.

(a) The trophies were presented by the mayor. **(1)**

- ☐ active
- ☐ passive

(b) The caretaker locked the hall at six o'clock. **(1)**

- ☐ active
- ☐ passive

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12 Sort the words from the box into the correct column of the table: Formal or Informal.

Word bank: purchase | grab | commence | kick off | obtain | get

Formal	Informal

(6)

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13 Complete the table below by writing the formal full form of each informal contraction.

Informal (contraction)	Formal (full form)
isn't	
wouldn't	
they're	
I'm	

(4)

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14 Tick the two formal connectives that could replace 'but' in a formal school report.

- [ ] A) However
- [ ] B) Also
- [ ] C) Nevertheless
- [ ] D) Therefore

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15 Circle the more formal sentence in each pair.

(a) A) Give me the form. B) Could you give me the form, please? **(1)**

- [ ] A) Give me the form.
- [ ] B) Could you give me the form, please?

(b) A) I need it by Friday. B) I would be grateful if you could provide it by Friday. **(1)**

- [ ] A) I need it by Friday.
- [ ] B) I would be grateful if you could provide it by Friday.

(c) A) Sort it out ASAP. B) Please could you resolve this as soon as possible? **(1)**

- [ ] A) Sort it out ASAP.
- [ ] B) Please could you resolve this as soon as possible?

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Mark scheme · 10.11 Formal vs Informal Language: 30-minute Pack

Question 1

(a) were circled cao **B1**

(a) Answer: **were**

(b) Should you require circled cao **B1**

(b) Answer: **Should you require**

Question 2

(a) It is going to be an excellent event. (oe, any grammatically formal rewrite with the same meaning) **B1**

(a) Answer: **It is going to be an excellent event.**

(b) There will be cakes and other refreshments. (oe, any grammatically formal rewrite with the same meaning) **B1**

(b) Answer: **There will be cakes and other refreshments.**

(c) I am looking forward to it very much. (oe, any grammatically formal rewrite with the same meaning) **B1**

(c) Answer: **I am looking forward to it very much.**

Question 3

identifies that didn't and nobody together form a non-standard double negative **B1**

nobody corrected to anybody cao (also accept didn't see changed to saw: We saw nobody at the gate when we arrived) **B1**

Answer: **We didn't see anybody at the gate when we arrived.**

Question 4

(a) sentence makes sense and uses an appropriately informal register, e.g. contractions or casual vocabulary (oe) **B1**

(a) Answer: **e.g. Ugh, the fete's finishing an hour early coz of the rain!**

(b) sentence makes sense and uses an appropriately formal register, e.g. full forms and formal vocabulary (oe) **B1**

(b) Answer: **e.g. Owing to heavy rain, the fete will conclude an hour earlier than planned.**

Question 5

(a) polite modal request formed correctly, e.g. 'Could you help me with these chairs, please?' oe **B1**

(a) Answer: **Could you help me with these chairs, please?**

(b) polite modal request formed correctly, e.g. 'I would be grateful if you could return the form by Friday.' oe **B1**

(b) Answer: **I would be grateful if you could return the form by Friday.**

(c) polite modal request formed correctly, e.g. 'Might I have a copy of the newsletter, please?' oe **B1**

(c) Answer: **Might I have a copy of the newsletter, please?**

Question 6

identifies that hadn't and no together form a non-standard double negative **B1**

double negative corrected in a standard way, e.g. no changed to any or hadn't changed to had cao **B1**

Answer: **The committee hadn't received any replies by the deadline. (Also accept: The committee had received no replies by the deadline.)**

Question 7

'Loads of' corrected to a formal phrase, e.g. 'A large number of' oe **B1**

'reckoned it was well good' corrected to a formal phrase, e.g. 'considered it highly enjoyable' oe **B1**

'gonna' corrected to 'going to' cao **B1**

Answer: **A large number of families came to the quiz night and everyone considered it highly enjoyable. The PTA are going to run another one next term.**

Question 8

(a) a formal greeting and closing pair, e.g. 'Dear Sir or Madam' ... 'Yours faithfully' (oe) **B1**

(a) Answer: **e.g. Dear Sir or Madam ... Yours faithfully**

(b) an informal greeting and closing pair, e.g. 'Hiya' ... 'See ya' (oe) **B1**

(b) Answer: **e.g. Hiya ... See ya**

Question 9

(a) sentence makes sense and relates to the sports day results **B1**

(a) uses an appropriately formal register, e.g. full forms and formal vocabulary, no contractions or slang (oe) **B1**

(a) Answer: **e.g. The school is delighted to announce that Oak House won this year's sports day.**

(b) sentence makes sense and relates to the sports day results **B1**

(b) uses an appropriately informal register, e.g. contractions or casual vocabulary (oe) **B1**

(b) Answer: **e.g. Guess what, Oak House smashed it at sports day!**

Question 10

correct auxiliary will be + past participle collected cao **B1**

by volunteers retained as the agent so the sentence keeps its original meaning cao (the agent may also be omitted: The donations will be collected at the end of the fete) **B1**

Answer: **The donations will be collected by volunteers at the end of the fete.**

Question 11

(a) 'passive' cao **B1**

(a) Answer: **passive**

(b) 'active' cao **B1**

(b) Answer: **active**

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Question 12

purchase placed in the Formal column cao	**B1**
commence placed in the Formal column cao	**B1**
obtain placed in the Formal column cao	**B1**
grab placed in the Informal column cao	**B1**
kick off placed in the Informal column cao	**B1**
get placed in the Informal column cao	**B1**

Answer: **Formal: purchase, commence, obtain. Informal: grab, kick off, get.**

Question 13

is not written cao	**B1**
would not written cao	**B1**
they are written cao	**B1**
I am written cao	**B1**

Answer: **isn't - is not; wouldn't - would not; they're - they are; I'm - I am**

Question 14

A ticked (However) cao	**B1**
C ticked (Nevertheless) cao	**B1**

Answer: **A) However and C) Nevertheless**

Question 15

(a) B circled cao	**B1**

(a) Answer: **B) Could you give me the form, please?**

(b) B circled cao	**B1**

(b) Answer: **B) I would be grateful if you could provide it by Friday.**

(c) B circled cao	**B1**

(c) Answer: **B) Please could you resolve this as soon as possible?**

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