10.11 Formal vs Informal Language: Test Pack

about 15 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 Ben's text message is printed again below. Circle four words or abbreviations that show it is informal - features you would not use in formal writing.

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!

(4)

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2 The paragraph below is meant for the school newsletter, so it should be entirely formal. Find and correct the three informal words or phrases.

Thanks to everyone who came to the fete. We reckon it was a brilliant afternoon and loads of parents helped out. The school would like to say a massive thank you to all the volunteers.

(3)

3 Write an informal text message (2 to 3 sentences) to a friend, inviting them to the fete. Use at least two informal features, for example a contraction, an abbreviation or an informal word.

(3)

4 Circle one correct Standard English verb form for formal writing in each sentence.

(a) The governors ___ the proposal at their last meeting. **(1)**

- ☐ discussed
- ☐ discussed it

(b) We ___ delighted with the results of the survey. **(1)**

- ☐ was
- ☐ were

(c) They ___ arrived sooner if the traffic had been lighter. **(1)**

- ☐ could of
- ☐ could have

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

Informal (contraction)	Formal (full form)
don't	
can't	
it's	
we'll	

(4)

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6 Tick the sentence in each pair that is written in the passive voice, as would be expected in a formal notice.

(a) A) We will serve refreshments from midday. B) Refreshments will be served from midday. **(1)**

- ☐ A) We will serve refreshments from midday.
- ☐ B) Refreshments will be served from midday.

(b) A) The head teacher will present the prizes. B) The prizes will be presented by the head teacher. **(1)**

- ☐ A) The head teacher will present the prizes.
- ☐ B) The prizes will be presented by the head teacher.

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Mark scheme · 10.11 Formal vs Informal Language: Test Pack

Question 1

U circled (informal abbreviation for you)	**B1**
Gonna circled (informal contraction of going to)	**B1**
lol circled (informal internet/text abbreviation)	**B1**
tbh circled (informal abbreviation of to be honest); accept any four of U, Gonna, Sat, reckon, lol, tbh, asap, Hey, mate, well, stuff, Can't	**B1**

Answer: **U, Gonna, lol, tbh (or other correct informal features such as Sat, reckon, asap, Hey, mate, stuff)**

Question 2

reckon corrected to believe (oe, e.g. consider) cao	**B1**
loads of corrected to many (oe, e.g. a large number of) cao	**B1**
massive corrected to sincere (oe, e.g. great) cao	**B1**

Answer: **Thanks to everyone who came to the fete. We believe it was a brilliant afternoon and many parents helped out. The school would like to say a sincere thank you to all the volunteers.**

Question 3

uses at least one contraction, abbreviation or informal word correctly (oe)	**B1**
uses a second, different informal feature correctly (oe)	**B1**
message makes sense as an invitation and relates clearly to the fete (oe)	**B1**

Answer: **e.g. Hey! U free Sat? There's a fete on at school, gonna be so much fun. Let me know asap!**

Question 4

(a) discussed circled cao	**B1**

(a) Answer: **discussed**

(b) were circled cao	**B1**

(b) Answer: **were**

(c) could have circled cao	**B1**

(c) Answer: **could have**

Question 5

do not written cao	**B1**
cannot written cao (also accept can not)	**B1**
it is written cao (also accept it has)	**B1**
we will written cao (also accept we shall)	**B1**

Answer: **don't - do not; can't - cannot; it's - it is; we'll - we will**

Question 6

(a) B ticked cao	**B1**

(a) Answer: **B) Refreshments will be served from midday.**

(b) B ticked cao	**B1**

(b) Answer: **B) The prizes will be presented by the head teacher.**

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