

What Are Formal and Informal Language?

Can you write definitions for 'formal' and 'informal' language?

Formal Language

Formal language is used for more official and serious purposes. The correct grammar should always be used.

Informal Language

In **informal** situations and informal writing, a more relaxed casual and chatty style can be used. Slang words and abbreviations are more acceptable.



What Are Formal and Informal Language?

Sort the following criteria into formal or informal language conventions:

is clear and to the point

use more contractions and abbreviations (e.g. it's or TV)

has a more serious tone

has a more 'chatty' tone

uses the correct grammar and punctuation

uses text-style words (lol)

uses specific vocabulary for the subject

uses clichés (e.g. raining cats and dogs)

often uses complex sentence structures



What Are Formal and Informal Language? Answers

formal

uses specific vocabulary for the subject

uses the correct grammar and punctuation

has a more serious tone

often uses complex sentence structures

informal

use more contractions and abbreviations (e.g. it's or TV)

is clear and to the point

has a more 'chatty' tone

uses clichés (e.g. raining cats and dogs)

uses text-style words (lol)

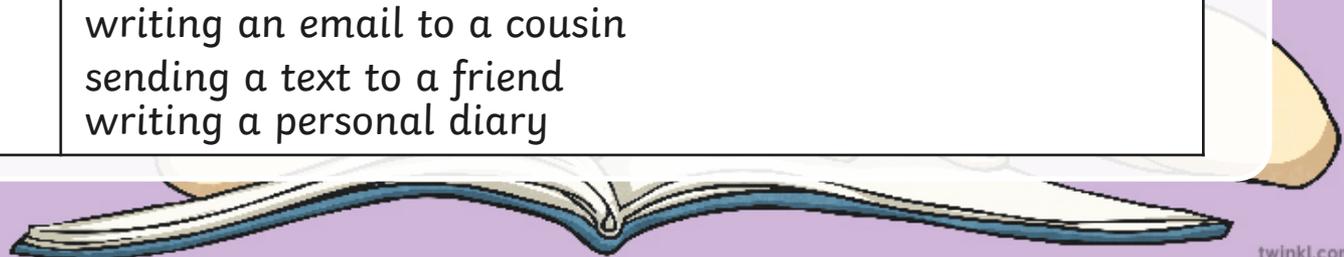


Formal or Informal

Formal and informal language are more suited to different situations. Can you sort the following situations into the correct place in the table, according to which style of language would be more suitable?

presenting an award	talking to the headteacher	writing a letter of complaint
talking to friends	talking on the phone to gran	writing an email to a cousin
writing a report	sending a text to a friend	writing a personal diary

Formal Language	talking to the headteacher presenting an award writing a letter of complaint writing a report
Informal Language	talking to friends talking on the phone to gran writing an email to a cousin sending a text to a friend writing a personal diary



Formal or Informal?

Read the following emails and decide whether they are **formal** or **informal**:

Dear Sir/Madam,

I am writing to inform you of my upset when I opened the lucky dip bag I had recently purchased with my own pocket money.

I was disappointed to find that my favourite toy brand had been replaced with an inadequate copy, which even had pieces missing.

I shall expect to be fully compensated for the distress and inconvenience this experience has caused me and hope that you send a replacement promptly.

Yours sincerely,
Miss F. James

formal

Hi Kerry,

You know the lucky dip bag I bought when we went into town yesterday? Well, you'll never believe what happened when I opened it – there was a broken, copy of the toy instead of the real thing!

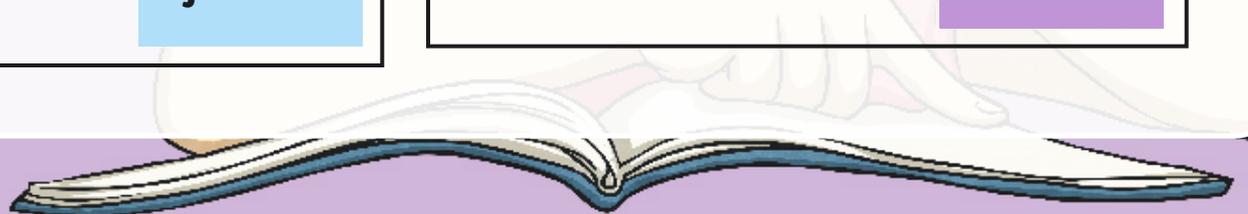
I was so shocked and annoyed that I've emailed the company to tell them what I think.

I hope they send me a new one ASAP so I can complete the set.

Was your pack ok? I hope so.

C u soon,
Frankie

informal



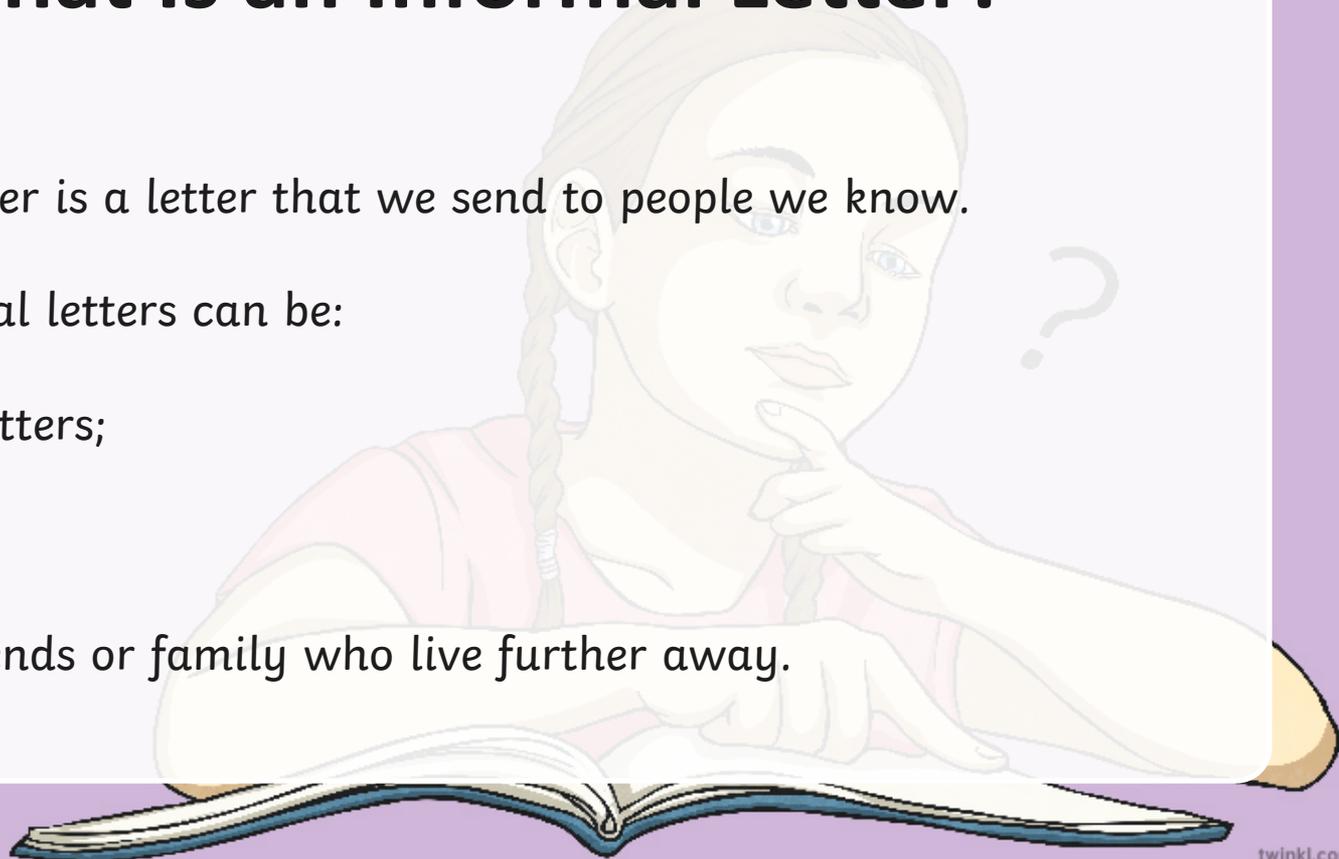
Today you will be writing an informal letter in response to the Chameleon's letter

What Is an Informal Letter?

An informal letter is a letter that we send to people we know.

Types of informal letters can be:

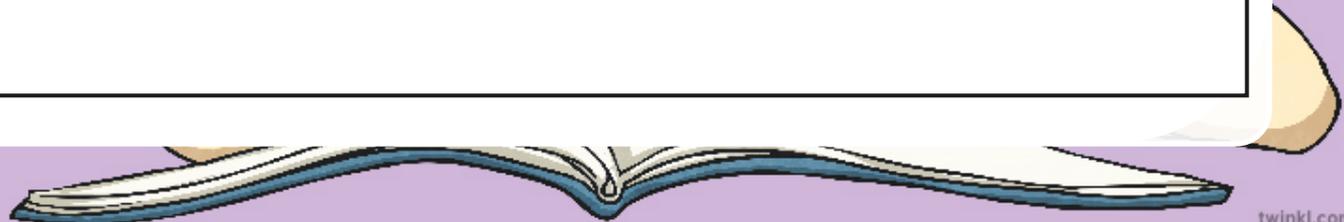
- Thank-you letters;
- Postcards;
- Letters to friends or family who live further away.



How to Write an Informal Letter

Step 1 – Write your address in the top right hand corner of your letter.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON



How to Write an Informal Letter

Step 2 – Write the date underneath your address.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015



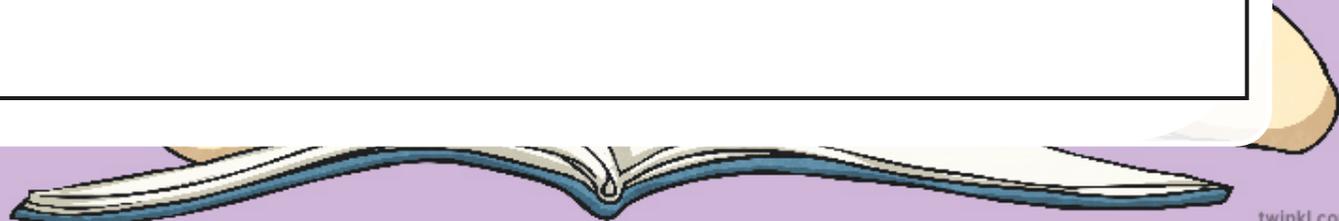
How to Write an Informal Letter

Step 3 – Write the name of the person who the letter is for below the date on the left hand side. You can use 'Dear' or a more informal greeting, such as 'Hello', or 'Hi'. Add a comma after the person's name.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,



How to Write an Informal Letter

Step 4 – Tell the person why you are writing to them.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.



How to Write an Informal Letter

Step 5 – Add any extra information you would like to tell them.

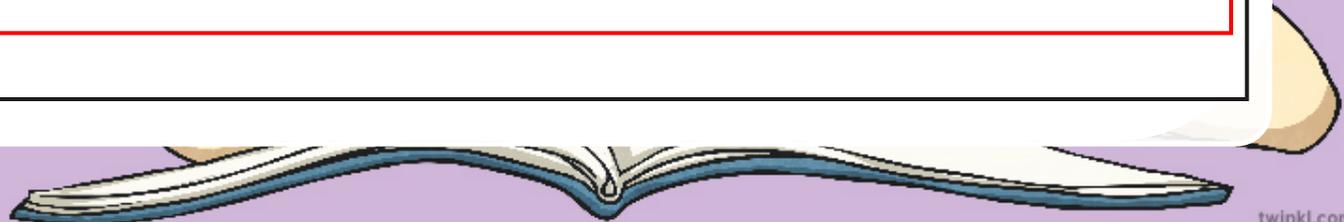
Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.



How to Write an Informal Letter

Step 6 – Finish off your letter using an appropriate ending e.g. ‘Love from’ or ‘See you soon’, followed by your name.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

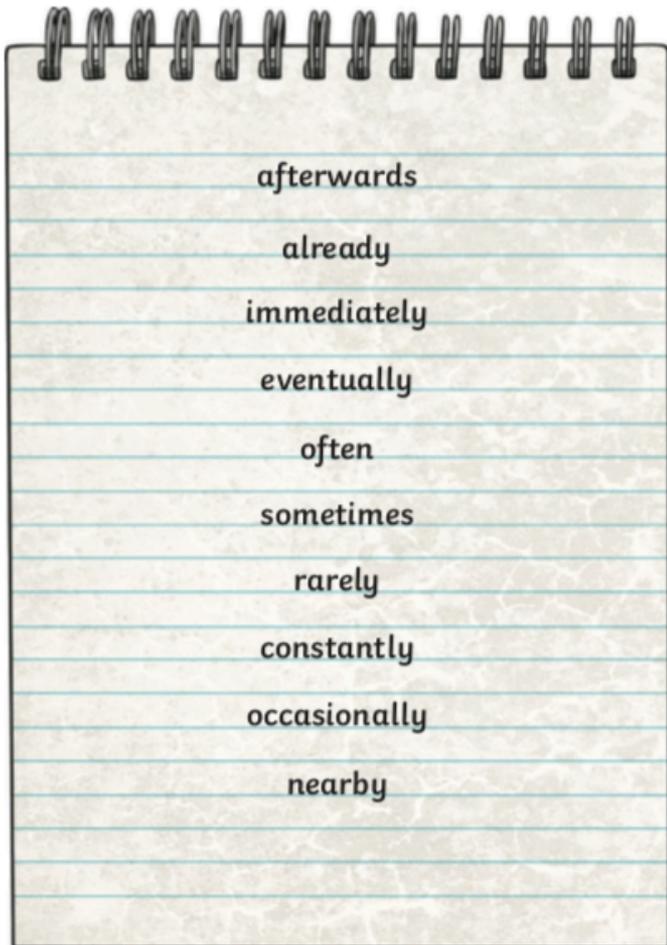
I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

Love from
Daisy xx



Year 5 Informal Letter Writing

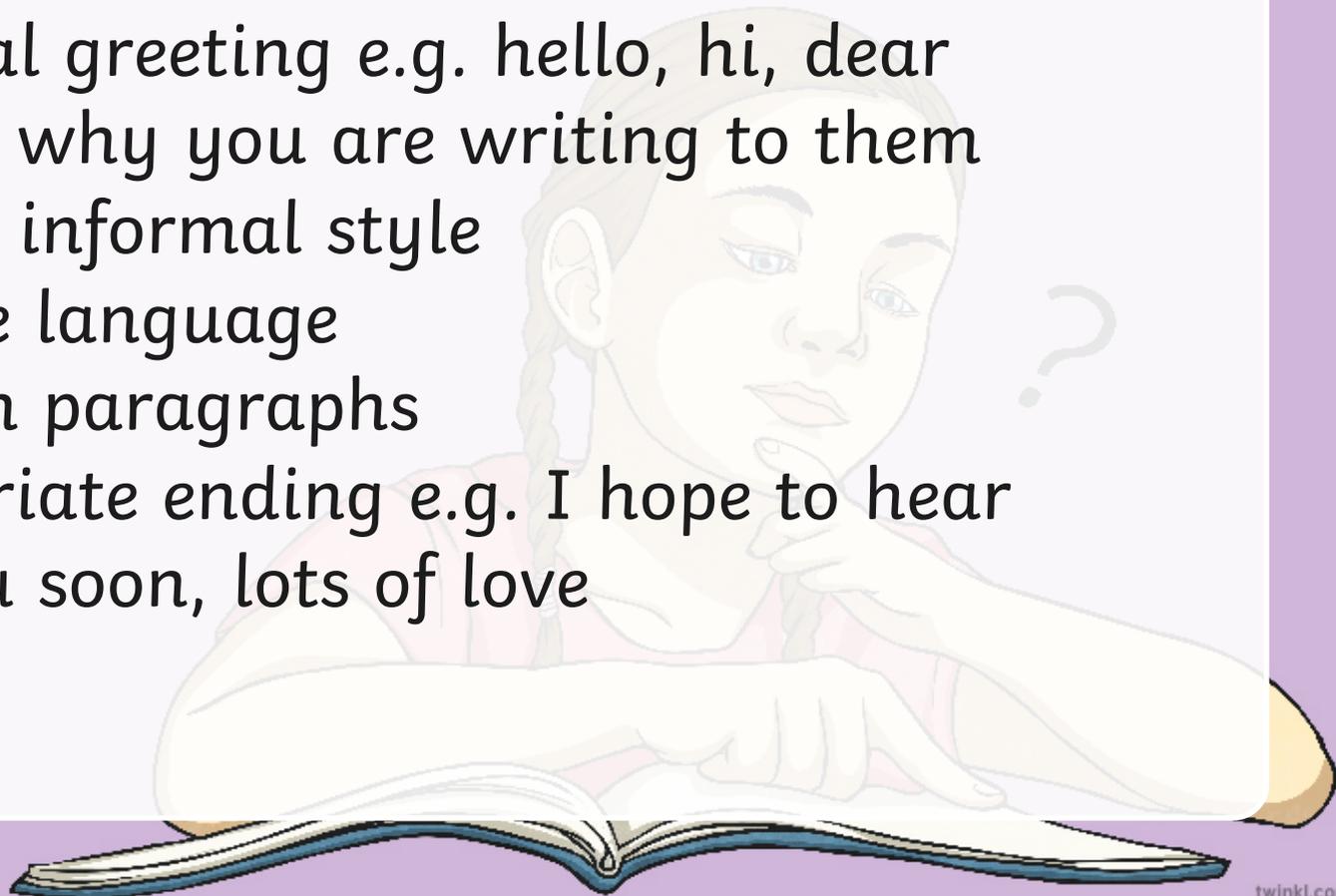


sadly	slowly	bravely	mysteriously
nervously	carefully	silently	happily
unusually	unfortunately	strangely	
certainly	definitely	therefore	once
clearly	obviously	anyway	however
hardly	would	besides	meanwhile
ought	surely	until	while
possibly	probably	nevertheless	
undoubtedly	should		
could			



Informal response letter Checklist

- Address
- Date
- Informal greeting e.g. hello, hi, dear
- Explain why you are writing to them
- Chatty, informal style
- Emotive language
- Write in paragraphs
- Appropriate ending e.g. I hope to hear from you soon, lots of love



Emotive language we could use?

- Devastated
- Heartbreaking
- I can't believe....
- I'm crushed
- I'll do my best ...
-
-
-

