

### **Task 1 (Red)**

Can you write out these contractions so that they can be used in a formal letter?

1. Couldn't

2. Wouldn't

3. I'll

4. We'll

5. He'll

6. She's

7. You've

8. Won't

9. Can't

10. We're

## **Task 2 (Yellow)**

Can you work out the contractions?

1. Did + not
2. Could + not
3. Have + not
4. Can + not
5. He + will
6. I + would
7. Should + have
8. Should + \_\_\_\_\_ = Shouldn't
9. They + \_\_\_\_\_ = They've
10. You + \_\_\_\_\_ = you'd

## **Task 3 (Green)**

**Can you spot the contractions in this formal letter? Can you correct them?**

123 Knights Crescent  
Essex  
EX52 1AB

Mr Stilton  
Cheesy Does It  
14 Camembert Way  
Cheddar  
Somerset  
SR1 2CD

26th April 2020

Dear Mr Stilton,

I visited your restaurant with my friends on Friday 24th April 2020 at 7pm, and I'm very unhappy about the service we received. I asked to speak to a manager on the evening in question, but was told that they were unavailable, and no one has answered my phone calls, so I'm writing this formal letter of complaint to inform you of the problems we faced and what I expect from you as a result.

We arrived at the restaurant to celebrate our friend's birthday, and we had to wait 45 minutes to be shown to a table, despite having called a week in advance to make a reservation. When we were eventually seated, I was horrified to discover that there was a big dollop of ketchup on my chair which I sat in, ruining my brand new jeans. When our meal arrived the food was cold as it'd been left out for an hour, and there was a dead fly on the top of my cheeseburger. To make matters even worse, the burger bun was covered in mould because it was past its best before date. When we thought the evening couldn't get any worse, it did. The birthday cake that I had dropped off earlier in the day to surprise my friend whose birthday it was, was indeed brought out with a rendition of 'Happy Birthday' as I'd requested, but to my horror, it was taken to the wrong table. Already furious at how the evening had turned out, we were outraged at the final incident where the waiter then dropped ice cream all over my friend's head.

We tried to speak to the manager on the evening in question, but as they weren't available we were forced to pay the full amount on the bill, despite having had an horrific experience at your restaurant. Not only will we not be returning to your restaurant, I'd like to receive a full refund of the bill that we were forced to pay, which I find outrageous considering none of us ate the food that we were served. Please be aware that if my expectations are not met, I'll be taking the matter further.

Yours sincerely,

Mrs K. Knights