

Summer Week 3 - Lesson 1

Can I compare formal and
informal language?

Fast Five. Can you add the missing punctuation?

the robber climbed through the window crept up the stairs and peered into the bedroom she called as loudly as she could but no-one could hear her the telephone was not far away yet there was little she could do to reach it she switched on all the lights so the man ran away in a panic the policeman who arrived later told her to put a lock on her window

Answers on next slide

Fast Five. Can you add the missing punctuation?

The robber climbed through the window, crept up the stairs and peered into the bedroom. She called as loudly as she could, but no-one could hear her. The telephone was not far away, yet there was little she could do to reach it. She switched on all the lights, so the man ran away in a panic. The policeman, who arrived later, told her to put a lock on her window.

In our English lessons in class we have seen a variety of different text types and have looked at the use of formal and informal language. This week we are going to look at the differences again.

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.

Looking at these criteria can you see which are for formal and which are for informal?

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

Answers on next slide.

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 and informal language are more suited to different situations. Below are some examples of when we would expect to see each type of language being used.

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

The sentence pairs below share the same message, however the vocabulary used highlights whether they are written formally or informally.

Formal

Assuming the results are satisfactory, work on the new classroom will *commence* tomorrow.

Informal

If everything is O.K., work on the new classroom will *start* tomorrow.

Formal

I have been unable to contact the *appropriate member* of the team.

Informal

I've not got through to the *right person* on the team.

Formal

Tomorrow morning I am visiting the museum to view *their latest collection*

Informal

Tomorrow morning I'm off to the museum to see *their new stuff*.

Your task today is to read the two letters of complaint in the task document and decide which letter is formal and which is informal.

To show comparison of formal and informal language can you write a list of the different vocabulary in both pieces.

e.g.

Purchased – Buy

Contacted - Calling