**Exercise Formal and informal language and linking words**

1. Below, there is a list of different type of texts, where would you use a formal language and where would you use an informal language?

e-mails

news articles

argumentative text

text message

report

letter of application

letter to a friend

essay

online chat

note to parents

note to employer

1. Read the letter below. Is it formal or informal? Who do you think wrote it and who is it written for?

*Thank you for your letter received 14 September 2008. A copy has been sent to company headquarters in addition to a memorandum concerning your financial situation. A meeting has been scheduled for 3 October 2009 at 11 am to discuss your request for a further bank loan. Therefore please inform us of your availability for this meeting at the earliest opportunity.*

*However, a number of issues concerning your income and expenditure may be queried prior to a loan being granted. Furthermore the General Manager needs to be contacted in order to authorize bank loans of this nature. Moreover, your previous failure to meet payment arrangements will first have to be considered.*

*Nevertheless, in the interim you are required to complete the enclosed business plan, which should be brought to the meeting*

1. Find the linking words in the letter above.
2. Rewrite the letter into a more informal letter but with the same content.

* Use I or We
* Make contractions
* Make shorter and simpler sentences where it is necessary.
* The underlined words may be exchanged with these:

Okay might be asked Thanks about meantime

as soon as possible talk about if you can make it before

to do with got giving you a loan a few things SET needed

along with the last time fill in got in touch with payments

let us know another you didn’t keep up with thought about

1. **Add suitable linking words to the paragraphs below – remember some texts are more formal than others.**

I walked to the bus station. **[ ]** I waited for bus 601. **[ ],** I took the bus. **[ ]** I read Metro. **[ ]** I got off at a bus stop close to the school.

There are three reasons why Shakespeare is immensely popular. **[ ],** his characters are multi-dimensional, like real people. **[ ]**, his language is rich in subtexts and metaphors. **[ ]**, he tells us about the conditions in life.

There are both good and bad sides to shopping. **[ ]**, it is good to shop because it is fun. **[ ]**, it is expensive to shop and you will soon spend your student allowance. **[ ]**, you can ask your kind mother for money. **[ ]**, the pros outweigh the cons.

1. Write two short information texts about how film can improve your English skills, one informal and one formal.
2. Here you can find sites to practice your skills in formal and informal language:

<http://www.monash.edu.au/lls/llonline/writing/general/academic/3.1.xml>