

Formal and Informal Language

Below is a formal letter. You must decide which of the phrases in bold you think are most appropriate and adjust the letter to make it suitable. When you have finished, move down to the next letter.

My Name
My Road
My Town

Dear Mr Sexton,

I thought I'd write/ I am writing to complain about the **state of the yard/condition of the playground**. Over the last two weeks, **I have noticed loads of rubbish/a great deal of litter**.

I reckon/It is my opinion that this litter is a health hazard. For example, yesterday a year 4 boy fell over and cut his hand on a broken bottle. **The boy I'm talking about/The boy in question** needed four stitches.

Furthermore/On top of this, the litter is an eyesore. Our school has beautiful views of the river and these are **wrecked/spoiled** by the litter.

I believe/I reckon that there are **a load of things/a number of things** that you could do to **fix/rectify** this problem. Firstly, **it may be possible for you/you could** purchase additional litterbins. This would help **stop/prevent** people discarding their litter **recklessly/willy-nilly**.

What's more/In addition, I think that our school needs **better/more adequate** security to prevent vandals littering.

To finish/In conclusion, I hope you will take my concerns seriously and I look forward to **your reply/you writing back to me**.

Yours Sincerely/Yours Faithfully

Name Here

Now try to find the correct phrases in this informal letter. Remember, this is for your friend.

Dear James,

How are you?/I trust this letter finds you well. I've been **dead busy/extremely busy** since your last letter. We have to work really hard at school **to get ready/in preparation** for our SATs.

Despite this, I did manage to **play/partake of a game of** football last night with my **friends/acquaintances**. We **won/were victorious!** It was **boss/outstanding!**

Also, my dad **got me/purchased for me** a new **mobile telecommunication device/mobile phone**. It's an 8210!

Anyway, **gotta go/go to cease writing!** Speak to you soon. **Please write back/please respond swiftly.**

Love from

My Name.

If you have finished, use a dictionary to find the meaning of these words

–

1. victorious
2. cease
3. respond
4. swiftly
5. acquaintances