



2nd semester



Topic 12: Formal and informal writings. Application forms



Formal and Informal Language Difference

Formal

They have been fighting all day.

He is very busy.

Many different outcomes were planned for the company.

It is felt that the target is unrealistic.

The famous football team we saw in the airport flew to Europe.

The secretary whom I talked to yesterday was very rude.

Informal

They've been fighting all day.

He's very busy.

I planned many different outcomes for the company.

We feel that the target is unrealistic.

The famous football team whom we saw in the airport flew to Europe.

The secretary I talked to yesterday was very rude.

INFORMAL

We do not think it is a good idea to do anything at the moment

Many thanks to the staff at “Computers R Us” for their help on the technical side

You need to get the patient’s help when doing these hearing tests

There were no big differences between the three different groups **we tested**

A lot of

This **seemed to fix** the problem

Enough

This **shows that ...**

Numbers are **going up**

They **put** the plan **into action**

This **let them keep the same** temperature **during the whole** experiment

These results are **because of factors like** weight, age ...

FORMAL

→ **It is suggested that no action should be taken at this stage**

→ **Thanks are extended to the staff at “Computers R Us” for their technical support**

(Slightly less formal: We would like to thank)

→ **When conducting these audiological tests, the active participation of the patient being tested is required.**

→ **No significant differences emerged** between the three different groups **tested**

→ **Many / much / a great deal of**

→ This **appeared to rectify** the problem

→ **Sufficient**

→ This **demonstrates...**

→ Numbers are **increasing**

→ The plan was **implemented / carried out**

→ This **allowed / permitted / resulted in / ensured a constant** temperature **throughout** the experiment / **for the entire** experiment

→ These results are **dependent on factors such as** weight, age ...

Layout for a formal letter

Sender's address and
other contact info:
Email
Telephone
Fax

Date

Recipient's address
Reference number if
available

Dear..... (If name is
unknown use Sir/Madam)

- It may be appropriate to start with a reference line
Re:.....
- Do not use contracted forms - write all words in full.
- Use formal standard English - no slang
- Keep sentences precise and get straight to the point
- Keep business letters focussed and do not waffle on!
- If complaining, be polite and use intelligent vocabulary.

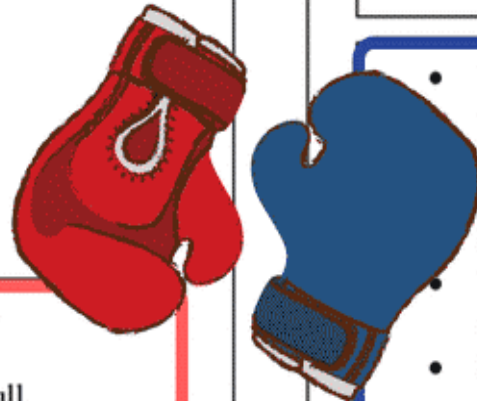
Layout for an Informal letter

Sender's address

Date

Dear.....

- You may have more than 2 paragraphs. Depending on who the recipient is you will have varying levels of informality. It is generally accepted that in informal letters contracted forms can be used: *can't* instead of can not; *haven't* instead of have not etc.
- You may also use a more colloquial language register – chatty tone that you might use in speech / mild slang words.
- Punctuation can be less formal: exclamation mark! used to signify shock or a joke; dashes - instead of commas; brackets used to separate additional ideas/references...



Decide if the following phrases are formal or informal:

- 
- Anyway,
 - It gives me a great honour _____
 - I should like to ask you gently
 - As you mentioned
 - As you said
 - You already said
 - I'm very happy _____
 - I am writing in response to _____
 - Yours sincerely
 - Thanks for _____
 - I would be so grateful
 - I want to ask you about
 - I really acknowledge _____
 - You kindly stated