**Register: Emails/Letters**

**Formal – Informal**

1. Match the verbs (1-10) with the more formal verbs (a-j)

|  |  |
| --- | --- |
| 1. talk about | 1. assist |
| 1. ask | 1. contact someone |
| 1. ask for | 1. enquire |
| 1. help | 1. meet |
| 1. think about | 1. purchase |
| 1. get | 1. request |
| 1. buy | 1. inform someone |
| 1. get together | 1. receive |
| 1. let someone know | 1. discuss |
| 1. get in touch with someone | 1. consider |

2. Number these two lists from 1-5, depending on how formal you think the expressions are (1 = most formal; 5 = least formal)

|  |  |
| --- | --- |
| **Requests** | **Apologies** |
| 4. Could you... | 4. I’m sorry about... |
| 3. Please could you... | 3. I would like to apologise for... |
| 1. I would be grateful if you could... | 5. Sorry about... |
| 5. Can you... | 2. I would like to offer our apologies for... |
| 1. Do you think you could... | 1. Please accept our most sincere apologies for... |

3. Can you think of any further aspects of *formal* and *informal* letters? Write down ALL aspects that you connect with *formal/informal* writing.

|  |  |
| --- | --- |
| formal | informal |
| * Full form: I am not I’m, cannot not can’t, we are not. * Full sentences no ellipses * Indirect questions:   would it be possible,  How about us getting together  Is there a possibility  Do you happen to know  Could you tell me about  Would you mind telling me   * Formal formulas: Dear X/Y, yours faithfully, yours sincerely. * Passive construction   People were fired   * Words descending from Latin: assist enquire, contact. * Avoid imperatives. | * Can you * Do it ! |