## PRE-INTERMEDIATE UNIT 10

## using formal expressions

## speakout WRITING TIP

Formal language is very different from informal language. We use different expressions depending on the person that we are writing to.

For example, we usually start a formal letter with *Dear* ... and end it with *Yours faithfully* ...

- Is it more appropriate to use formal (F) or informal language (I) in the situations below?
  - 1 a note to your brother
  - 2 a report your boss
  - 3 a text message to a good friend
  - 4 a letter to your daughter's teacher
  - **5** a post-it on your desk
- Read a letter from a parent to a head teacher. Underline any words and expressions that are not appropriate.

Hey Jules,

Just a quick word about the poor quality of teachers at Churchill School. Many of them explain their subject very badly and do not motivate their students. I take my son to school everyday and I see that your teachers dress very badly. Also, they often come late to class, sometimes students have nothing to do while they wait for the teacher to arrive. I think it's important for your guys to show a good example to the kids.

Anyway, you need to contact me right now about this.

Cheers mate,

Mr. John Greene (father of Emily Greene, year 10)

**B** Match the formal expressions in the box below to their informal equivalents.

I look forward to hearing from you. I am writing to Yours faithfully Dear Sir In addition

- 1 Just a quick word
- **2** Hey Jules
- **3** Also
- 4 Anyway, you need to contact me right now
- **5** Cheers mate

3	Complete the reply with the appropriate formal
	expressions.

1	
² ak	oout your letter about the teachers
at our school. I be	elieve all the teachers are extremely
profession. 3	, I would like to say that
our school is one	of the best in the country.
<sup>4</sup> ar	nd will be happy to meet to discuss
this.	
5	
Iulian Rednath (h	ead teacher)

4 Write a formal letter to the local council. The rubbish bins have not been collected for three weeks and you want to complain about the rubbish on the streets.



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- Think about your letter of complaint.
  - What points do you want to make? What do you want the council to do?
  - What language should you use: formal or informal?
- Explain why you are writing then outline the main points with examples.
- Ask for some action and close.
- · Close in a formal way.

## **Check your writing**

- Have you used formal language and organised your letter appropriately?
- Have you checked your grammar and spelling?
- · Did you find any mistakes?