

IT1040 & EN1073

Communication Skills

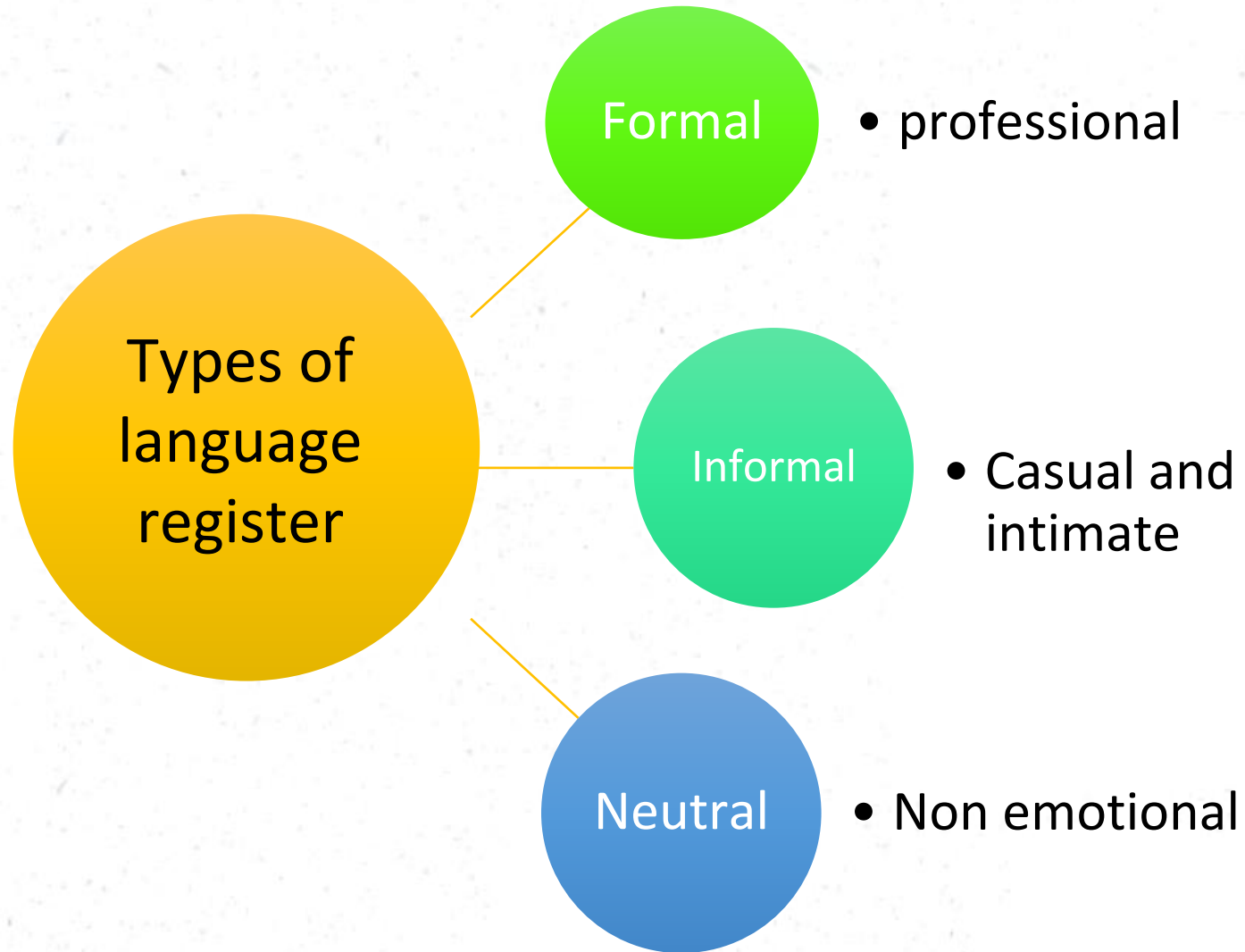
Lecture 11

Formal Language

Faculty of Humanities and
Sciences
ELTU

Learning Outcomes

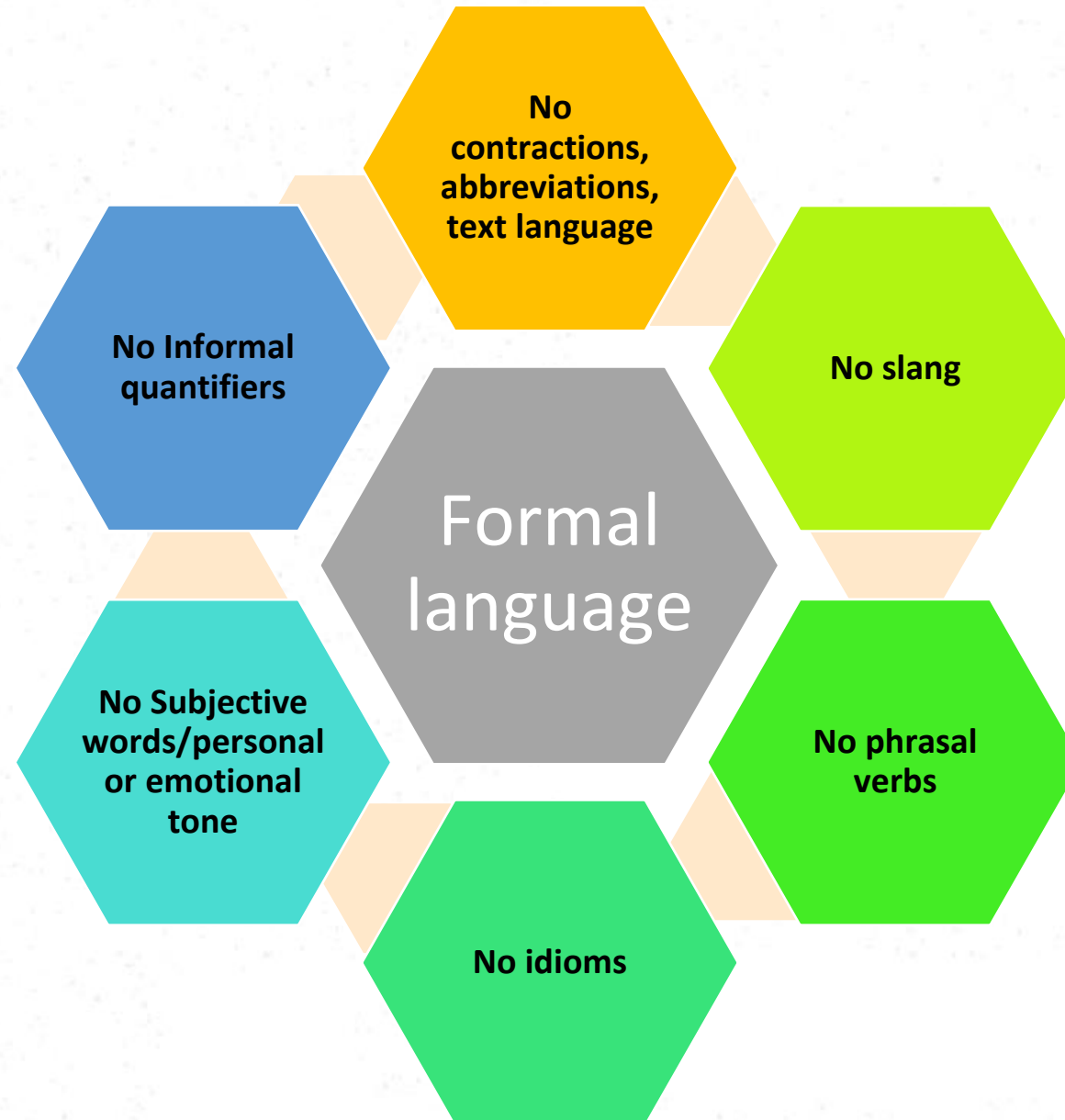
- Define what formal language is
- Identify the features of formal language and informal language
- Write the formal equivalents of informal words/phrases and sentences



Formal English is more common in writing than in speaking.

- Business Letters
- Reports
- Official speeches
- Announcements
- Professional emails

Informal English is more common in spoken English.



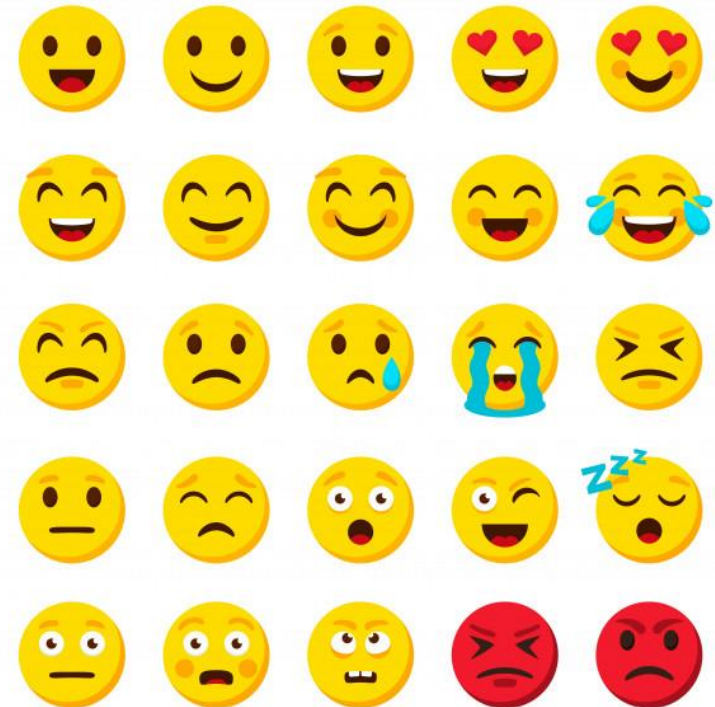
No contractions, abbreviations

- **Contraction**: a short form of a word or combination of words that is often used instead of the full form in spoken English
- **Abbreviation**: a shortened form esp . of a word or phrase



No text language, emoticons

- **Emoticon**: an image made up of symbols such as punctuation marks, used in text messages, emails, etc. to express a particular emotion



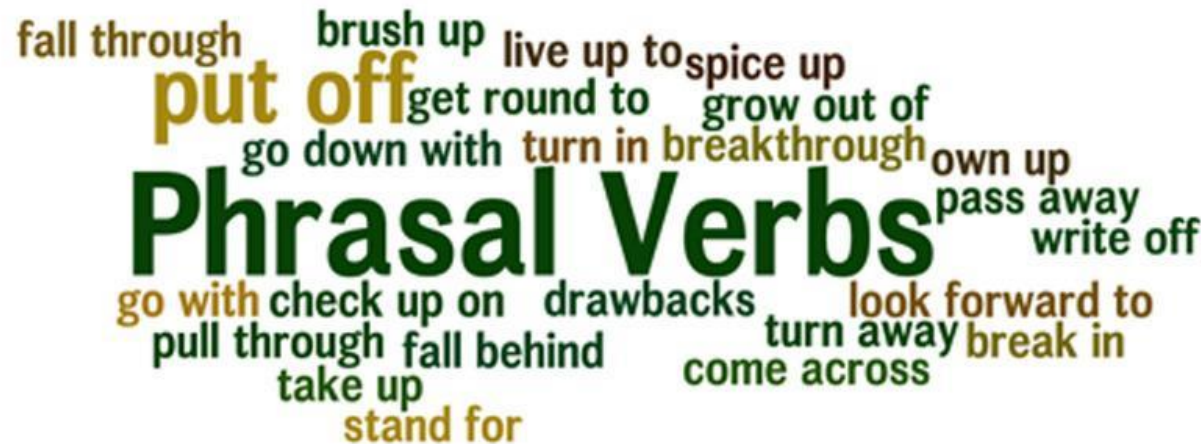
No slang

- **Slang**: very informal language that is used esp. in speech by particular groups of people and which sometimes includes words that are not polite:



No phrasal verbs

- **Phrasal verb**: a phrase that consists of a verb with a preposition or adverb or both, the meaning of which is different from the meaning of its separate parts:



No idioms

- **Idiom**: a group of words in a fixed order that have a particular meaning that is different from the meanings of each word on its own:



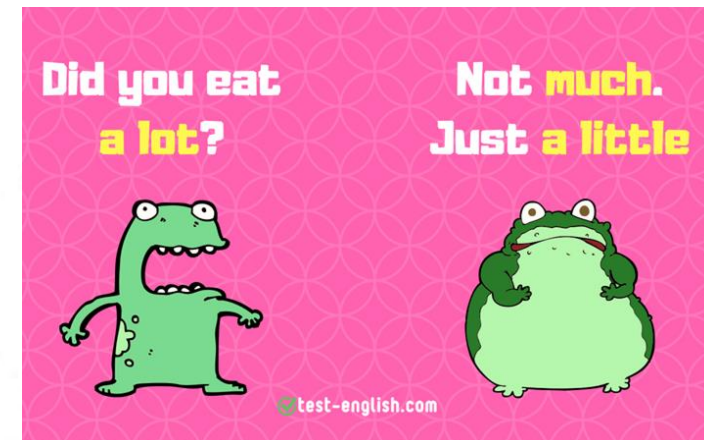
No subjective expressions

- Anything **objective** sticks to the facts, but anything **subjective** has feelings. Objective and subjective are opposites. Objective: It is raining. Subjective: I love the rain!



No informal quantifiers

- Sometimes we can make a sentence more formal or more informal just by changing the quantifier.
- Many people were invited to the wedding. (formal)
- A lot of people arrived late. (informal/natural)
- They made little progress. (formal)
- They didn't make much progress. (informal/natural)



Formal

Informal or neutral

Carry out

Conduct

Friendly

Cordial

Right

Correct

Show

Demonstrate

Swap

Exchange

Rewrite this sentence in formal language

- I wanna pass my English exam tomorrow.
-
- If you want to succeed , you ought to follow this process.
-
- Sweden's Prime Minister, Fredrik Reinfeldt, totally flipped out when he read the latest report from the press.
-
- The research assistant checked out the incident asap.
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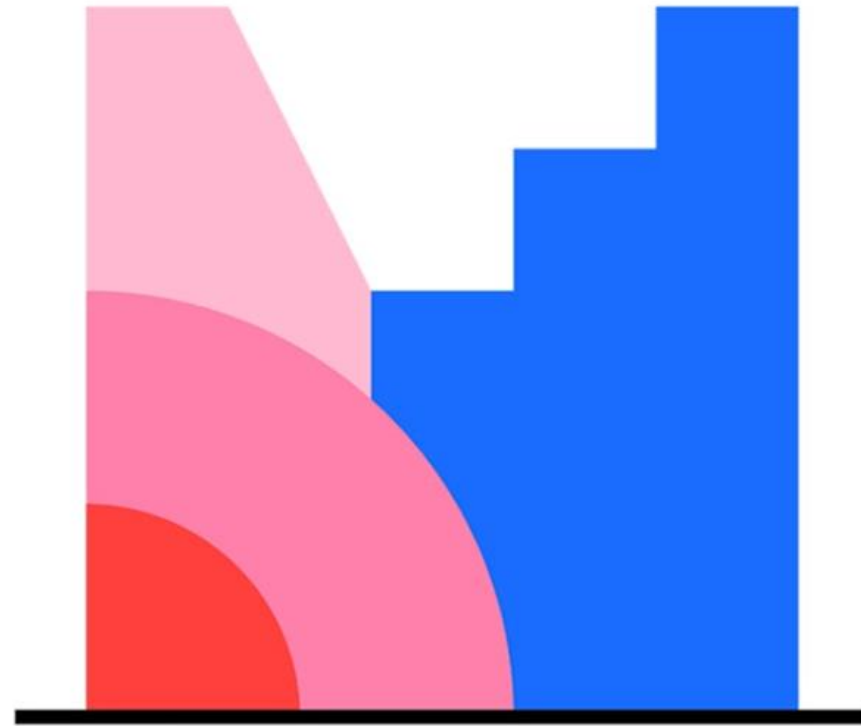
- I think that the issue of global warming will be the primary concern at the meeting.



- Yesterday's test was a piece of cake.



Activity on Menti.com



Mentimeter

References

- <https://dictionary.cambridge.org>
- <https://www.really-learn-english.com/language-register.html>
- <https://awelu.srv.lu.se/grammar-and-words/register-and-style/formal-vs-informal/>

Thank You!

