

1. *Imagine that you are writing the following types of letters:*

- an application
- a letter to a colleague
- a letter to your best friend

In which of the letters would you use contractions? Give reasons for your answer.

2. *The sentences below have a varying degree of formality.*

As you read the sentences, rate them on a scale from 1 to 5, where 1 is completely informal and 5 is extremely formal.

Share your ratings in a group and discuss what makes the sentences more or less formal. Would you use these sentences when talking to your teacher? Your parents? A close friend? A coach? A store clerk? Your employer?

- Dude, do you wanna come over to my house and grab a pizza later?
- Would you be interested in having some pizza later?
- Substantial revisions are needed before the project can be considered complete.
- They'll have to do a lot of work to bring that project up to par.
- Do you want a warranty for your new computer?
- Would you be interested in purchasing a warranty with your new computer?
- Can I get a double hamburger and a coke?
- I'd like a double hamburger and a coke, please.
- This movie totally sucks.
- I'm not a fan of that movie.
- I find that particular movie to be rather off-putting.

- You know, the homework is a lot harder than it looks.
- According to many students, the assignment was far more complicated than initially thought.
- I am a great candidate for the position because of my significant office experience, strong language skills, and sense of organization.
- I think I can do the job because I've done that sort of work in the past, I have an awesome vocabulary, and I'm really well-organized.
- I don't know why his boss put up with that.
- It's unclear why his employer tolerated the problem for so long.
- Well, we could go next week if the weather is good.
- Weather permitting, we will make the journey next week.
- You should call the hospital if you feel sick.
- The hospital should be notified if the patient's health deteriorates.
- I think that was a really lame excuse.
- The reasons provided were quite unsatisfactory.

3. Compare:

*Below you will find two e-mails: one formal, and one informal.
Compare the two texts and comment on the differences you find.
What makes them different? Consider vocabulary and grammar.*

A: Hi Paul!

Sorry for the late reply. It's been super busy this week – we had a deadline on Monday, and it stressed us all out.

Anyway, good news: your application for the grant has gone through. I'm attaching the agreement. Can you drop by tomorrow so that we can sign the paperwork? I'm off at 5 pm, so could you come before then? And BTW, don't forget to bring with you all relevant company documents.

Regards

Karen

B: Dear Mr. Davies

I apologize for the late reply. Due to a deadline in the beginning of the week, the workload has been larger than normal.

I am delighted to inform you that your application for a grant has been approved. Please find attached the agreement.

Would you please visit our office tomorrow so that we can sign the appropriate paperwork? I am leaving the office at 5 pm, so I would have been most grateful if you had been able to be there before then.

Please remember to bring all relevant company documents.

Kind regards

Karen Johnsen