**Name:** Shah Hunain                                                                **Roll Number:** 23K-3032

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.

**Answer:**

     We will use contractions in writing letters to our best friend. Letter to best friend is a type of informal letter, since usage of contractions is valid for informal writing thus, it cannot be used when writing formal letters which include an application or a letter to a colleague.

1. ***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?

**Answer:** 1-completely informal with the usage of words:

1. Dude
2. Wanna

These words depict frankness, only possible in informal writing. This sentence would be used when talking to a close friend.

* Would you be interested in having some pizza later?

**Answer:** 2-Due to the selection of the words which give it an informal look. For formal we use words like, “would you like to?”

This sentence would be used when talking to a close friend.

* Substantial revisions are needed before the project can be considered complete.

**Answer:** 5-Completely formal emphasizing on the requirements to fill up.

This sentence would be used while talking to the employer.

* They’ll have to do a lot of work to bring that project up to par.

**Answer:** 1-Completely informal, firstly due to the contraction used secondly, due to the phrase “a lot of work”, a lot of, but how much?

* Do you want a warranty for your new computer?

**Answer:** 4-Formal due to essence of professionalism.

This sentence would be used when talking to an employer.

* Would you be interested in purchasing a warranty with your new computer?

**Answer:** 5-Formal due to the essence of professionalism.

This sentence would be used when talking to employer.

* Can I get a double hamburger and a coke?

**Answer:** 2-Informal due to usage of word “can”, as in formal we use the word “may”.

This sentence would be used when talking to a store clerk.

* I’d like a double hamburger and a coke, please.

**Answer:** 1-Informal due to usage of contraction.

This sentence would be used when talking to a store clerk.

* This movie totally sucks.

**Answer:** 1-Informal due to usage of slang word “suck”.

This sentence would be used when talking to close friend.

* I’m not a fan of that movie.

**Answer:** 2-Informal due to expression of opinion, which cannot be done for formal writing.

This sentence would be used when talking to close friend and even with parents.

* I find that particular movie to be rather off-putting.

**Answer:** 3-Formal due to the sentence presentation; words selection.

This sentence would be used when talking to teacher.

* You know, the homework is a lot harder than it looks.

**Answer:** 2-Informal due to some sort of frankness.

This sentence would be used when talking to a close friend.

* According to many students, the assignment was far more complicated than initially thought.

**Answer:** 5-Formal due to the respectful collective address.

This sentence would be used when talking to teacher.

* I am a great candidate for the position because of my significant office experience, strong language skills, and sense of organization.

**Answer:** 5-Formal due to expression of person accomplishments.

This sentence would be used when talking to coach.

* 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.

**Answer:** 2-Informal due to the usage of contractions.

This sentence would be used when talking to parents and a close friend.

* It’s unclear why his employer tolerated the problem for so long.

**Answer:** 2-Informal due to usage of contractions.

This sentence would be used when talking to a close friend.

* Well, we could go next week if the weather is good.

**Answer:** 3-Both Formal and Informal due to sentence execution.

This sentence would be used when talking to parents and close friend.

* Weather permitting, we will make the journey next week.

**Answer:** 4-Formal due to sentence execution.

This sentence would be used when talking to employer.

* You should call the hospital if you feel sick.

**Answer:** 3-Both Formal and Informal due to sentence execution.

This sentence would be used when talking to a close friend and parents.

* The hospital should be notified if the patient’s health deteriorates.

**Answer:** 5-Formal due to the excellent sentence execution.

This sentence would be used when talking to employer.

* I think that was a really lame excuse.

**Answer:** 1-Informal due to expression of opinion.

This sentence would be used when talking

* The reasons provided were quite unsatisfactory.

**Answer:** 4-Formal due to ascent of the sentence.

This sentence would be used when talking to employer.

1. **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

**Answer:**

1. **Informal**
2. **Formal**

Text **(A)** depicts the image of frankness and casualty whereas, text **(B)** seems professional. Text (A) starts with a greeting, “Hi Paul!” while on the hand text (B) starts with a proper salutation, “Dear Mr. Davies”. Text **(A)** includes various contractions and a short form, “BTW” making it informal. In some way, text **(B)** seems more respectable and valuable with the usage of words like; apologize, delighted, please, grateful.