

## Vorbereitung – Formal and Informal Writing

### Activity 1: Language features of Formal and Informal Writing

Tick the appropriate column.

| Language features   | Formal writing | Informal writing |
|---|----------------|------------------|
| 1. Contractions, e.g. I'd, He's   |                |                  |
| 2. Phrasal verbs, e.g. get on with  |                |                  |
| 3. Passive voice, e.g. The price has been increased   |                |                  |
| 4. Adjectives, intensifiers, extreme language e.g. absolutely unbelievable  |                |                  |
| 5. Using a lot of the following punctuation marks: ! - ?  |                |                  |
| 6. Linking words like, e.g. nevertheless, furthermore, conversely, at present                                       |                |                  |
| 7. Leaving out words in short phrases, e.g. Just read your note   |                |                  |
| 8. Linking words like, e.g. I mean, so, by the way, at any rate, talking about, and, but...                         |                |                  |
| 9. Single word verbs e.g. to retain, to depart  |                |                  |
| 10. Starting a sentence with 'And' or 'But' or 'Because'  |                |                  |
| 11. Colourful language for expressing opinions and emotions e.g. To be quite honest, Believe it or not, Guess what? |                |                  |
| 12. Phrases for shared knowledge, e.g. as you know, Just like you said, If you know what I mean                     |                |                  |
| 13. Personal pronouns, e.g. I, you, me, they  |                |                  |
| 14. Complex sentences, i.e. sentences using a number of clauses linked by linking words                             |                |                  |
| 15. Vague language, e.g. thing, stuff, it, this, those  |                |                  |
| 16. Rhetorical questions, e.g. Did you know that...?  |                |                  |
| 17. Expressing ideas strongly, e.g. Nuclear power is the only way forward.  |                |                  |
| 18. Using tentative / hedging language e.g. It is <i>possible</i> that nuclear power... / It <i>seems</i> that...   |                |                  |