

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...		