

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