

## Register

1 Read texts A, B and C and answer the questions.

- 1 Which text is written in a formal style? Which is informal? Which is neutral, i.e. neither particularly formal nor informal?
- 2 Which of the following are used in each text?

- a) phrasal verbs   b) long/less common words  
c) exclamation marks   d) passive verb forms  
e) impersonal expressions  
f) conversational expressions  
g) abbreviations   h) very short sentences  
i) contracted forms   j) formal linking expressions

### A

Sorry not to get back to you sooner. I've had a lot on, what with the new job and stuff like that. But we're in luck - I've just found out I've got the whole of next week off! So tell you what: let's get together Monday pm. Let me know asap if that's OK with you.

### B

I am sorry it has taken me so long to reply to you, but I have been very busy because of my new job, among other things. Luckily, though, it seems I don't have to work next week, so perhaps we could meet up after lunch on Monday? Please let me know as soon as you can if that would suit you.

### C

I would like to express my apologies for the delay in replying to you. I have been extremely occupied on account of my new position, in addition to other matters. Fortunately, however, it has been announced that the office will be closed next week, which therefore means that I would be able to meet you on Monday afternoon. I would be grateful if you could inform me as soon as possible whether that is convenient for you.

## Formal language


1 Which of these are common in formal writing, and which are more likely to be found in informal writing?

- |                            |                             |
|----------------------------|-----------------------------|
| 1 long words               | 6 conversation expressions  |
| 2 exclamation marks        | 7 contracted forms of words |
| 3 passive forms            | 8 impersonal tone           |
| 4 long, complete sentences | 9 question tags             |
| 5 phrasal verbs            | 10 abbreviations            |

2 Replace the underlined informal expressions with more formal words from the box.

are well informed   understand the situation   excessive  
extremely disappointed   fortunate   misunderstand me  
I am quite interested in   I was completely unaware

- 1 I like the sound of the vacancy advertised by your company.
- 2 I feel the price you have quoted me is over the top.
- 3 Please don't get me wrong when I make this point.
- 4 I realise that I am in luck to be given this opportunity.
- 5 It's news to me that the firm intends to close this office.
- 6 I would be gutted not to be offered this position.
- 7 I am extremely grateful for your explanation. I now completely get the picture.
- 8 It is clear from our correspondence that you know your stuff.

2  Replace the formal expressions in these grammatically correct sentences written by exam candidates with more neutral or informal words or phrases. Where might you see each of the formal expressions?

- 1 I was one of the persons in charge of the fund-raising.
- 2 I regret you couldn't come with us to the seaside. I missed you.
- 3 They'll give you training for the tasks you have to execute.
- 4 In my opinion it's better to awaken early, in time for breakfast.
- 5 I'll be waiting at the station, thus you'll be able to see me.
- 6 Nowadays, most families consume their dinner while watching TV.