

# Formal or Informal?

**Instructions:**

1. Read the sentences below. Decide if they seem formal or informal.
2. Write an "F" for Formal or "I" for Informal on the line beside.

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**Openings**

\_\_\_\_\_ Hi Janice!

\_\_\_\_\_ Regarding our phone conversation yesterday, I would like to meet with you.

\_\_\_\_\_ How are you doing? Hope you're OK.

\_\_\_\_\_ I am writing to tell you about a recent robbery in our neighbourhood.

**Requests**

\_\_\_\_\_ Could you come at 10?

\_\_\_\_\_ I would appreciate it if you could arrive at 10:00 am.

\_\_\_\_\_ Sorry, can I bother you to check if I left my wallet on the table?

\_\_\_\_\_ Hey, could you see if I left my wallet on the table?

**Apologies**

\_\_\_\_\_ We apologize for any inconvenience this may have caused.

\_\_\_\_\_ Please accept our sincere apologies.

\_\_\_\_\_ Sorry for the trouble.

\_\_\_\_\_ We're really sorry!

**Suggestions**

\_\_\_\_\_ I am wondering if we could schedule a different time to meet for brunch.

\_\_\_\_\_ Do you think we could meet some other time for brunch?

\_\_\_\_\_ I was thinking that perhaps you might like to invest in our company.

\_\_\_\_\_ How about if you meet me at Starbucks for coffee?

**Complaints**

\_\_\_\_\_ I am writing to express that I am not satisfied with your product.

\_\_\_\_\_ I'm really annoyed with Maria today.

\_\_\_\_\_ I find it unsatisfactory that I needed to wait for 30 minutes.

\_\_\_\_\_ I would like to complain about the service I received yesterday at your store.

**Closings**

\_\_\_\_\_ Lots of love, Jim.

\_\_\_\_\_ Best wishes, Marnie.

\_\_\_\_\_ Sincerely, Cynthia R. Jones.

\_\_\_\_\_ Love you, Mom & Dad.