

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.