

FORMAL vs. INFORMAL register

Dear John,

I need a job. Right now, I'm studying biology at Uni. I'm just finding out if you need anyone. I've been working part-time in a nursing home and recently they have promoted me to head care assistant. I'm patient, I work hard and I'm friendly.

Get in touch!

Best wishes,
India **Informal**

Dear Mr. Norton,

I am writing to apply for the position of nurse. Currently, I am studying biology at University. I have been working part-time for a care home, and recently I have been promoted to the position of head care assistant. I am a patient person, I am hard-working and work well in a team.

I look forward to hearing from you.

Yours sincerely,
Felicity **Formal**

FEATURES	INFORMAL	FORMAL
1. Abbreviations and contractions (e.g. <i>Uni, I've</i>)	used extensively	not used; the full form is necessary
2. Use of the passive and active (e.g. <i>I have recently been promoted</i>)	Extensive use of active forms (but passive is allowed, too, when necessary)	Extensive use of passive forms (but active is allowed, too, when necessary)
3. Vocabulary	Casual words (e.g. <i>right now</i>)	Academic & professional (e.g. <i>currently</i>)
3.1. Expression of personal feelings (e.g. <i>I desperately need this job.</i>)		
3.2. Use of phrasal verbs (e.g. <i>I am just finding out</i>)		
3.3. Set phrases and idioms (e.g. <i>I am going through a rough patch</i>)		
4. Sentences	Shorter	Longer & more complex
5. Ellipsis (missing out words) (e.g. <i>(I) Hope to hear from you soon.</i>)		

Exercise 1

Decide if the following sentences are Formal or Informal. Then, rephrase the informal sentences into formal ones and vice versa. Feel free to use any of the sources below:

- <https://dictionary.cambridge.org/thesaurus/> or just <https://dictionary.cambridge.org/>
- <https://www.merriam-webster.com/>
- <https://www.collinsdictionary.com/dictionary/english-thesaurus>

a. I wonder why he put up with those terrible conditions for so long. (formal / informal)

b. Five more tests will be necessary before the experiment can be concluded. (formal / informal)

c. It has been proved that the arguments so far are without foundation. (formal / informal)

d. We'll finish the job next year. (formal / informal)
