

FORMAL / INFORMAL LANGUAGE

1. Revision. Writing. Using Formal / Informal language. Write F or I

Hi there!

I wanna tell you

I would appreciate your answer

Lots of love!

I'm writing about...

Please, write back soon

I am looking forward to your answer

Tell me as soon as possible!

Yours,

Dear Sir / Madam

Thanks

Yours faithfully,

2. Here you are two columns. Column on your left, with formal expressions. Column on your right, with the informal correspondences. Match them using numbers.

1. I look forward to hearing from you.

2. Dear Sir / Madam

3. Yours faithfully

4. I would be grateful for...

5. I am writing to enquire about...

6. Would it be possible to let me know...

Hi there!

I'm writing to ask you...

Thank you!

Please, tell me...

Write back soon!

Lots of love

3. Complete the formal email with suitable words.

Dear Sir/Madam,

I am writing to about the position of part-time sales assistant. I

..... be very If you could send me some more information.

I also have a few questions about the job which I hope you will be able to answer. First of, could you please Me what the hours are?

Secondly, would it be to let me know what the salary is? Finally, can you me when the job starts?

..... you in advance for your help.

I look to from you soon.

Yours

Robin Wood