

FORMAL / INFORMAL LANGUAGE

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

Hi there!	I am looking forward to your answer
I wanna tell you	Tell me as soon as possible!
I would appreciate your answer	Yours,
Lots of love!	Dear Sir / Madam
I'm writing about...	Thanks
Please, write back soon	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.	Hi there!
2. Dear Sir / Madam	I'm writing to ask you...
3. Yours faithfully	Thank you!
4. I would be grateful for...	Please, tell me...
5. I am writing to enquire about...	Write back soon!
6. Would it be possible to let me know...	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