

A Formal English

Most words and expressions are **neutral**, which means they are **neither** formal **nor** informal, and can be used in most situations. We use formal language in:

SPOKEN ANNOUNCEMENTS:

The play will **commence** in three minutes.

Passengers should **proceed to** Gate 7.

SPOKEN OR WRITTEN OFFICIAL STATEMENTS:

The robbery **occurred** in the early hours of the morning.

NOTICES:

Only food **purchased** here may be **consumed** on the **premises**.

OFFICIAL LETTERS OR EMAILS:

Please keep your receipt as proof of **purchase**.

If you **require** further **assistance**, ...

Tickets can be **obtained** at the box office.

The decision was based **upon** advice given by doctors.

GLOSSARY

neutral	not having any strong qualities (so in this context, neither formal nor informal)
neither ... nor ...	not ... and not
commence <i>formal</i>	begin/start
proceed (to/with sth) <i>formal</i>	move or travel in a particular direction
occur <i>formal</i>	happen
purchase <i>formal</i>	buy purchase <i>n</i>
consume <i>formal</i>	eat
premises	the buildings and land that a business owns or uses
require <i>formal</i>	need
assistance <i>formal</i>	help assist <i>v formal</i>
obtain <i>formal</i>	get
upon <i>formal</i>	on

1 Find six more pairs of neutral and formal words in the box.

get ✓	purchase	help	happen	eat	commence	consume
need	obtain ✓	buy	assistance	require	occur	start

► get / obtain

2 Replace the underlined words with a more formal word.

- Call us if you need more help. assistance
- 1 After check-in, please go to passport control. _____
- 2 The film will begin in five minutes. _____
- 3 You can buy tickets on the internet. _____
- 4 There was a castle on the hill. _____
- 5 We can get any size you need. _____
- 6 At what time exactly did this happen? _____

3 Complete the sentences.

- When does the performance commence ?
- 1 Please contact us if you _____ further _____.
- 2 It's hard to describe the colour: it was _____ blue nor green.
- 3 The club is moving to larger _____ on the edge of town.
- 4 Most of the rooms in my flat are _____ in colour. I don't like strong colours.
- 5 Which European country _____ the most cheese?
- 6 If you experience any difficulties, we can _____ the tickets for you.
- 7 Wait for a green light, then _____ if the road is clear.
- 8 The illness can _____ at any time – often without warning.
- 9 Nurses are available to _____ you with the shower and getting dressed.



TEST YOURSELF

B Informal conversation

Informal language is used widely in spoken English and in texts or emails to friends.

Where are the kids?
I haven't a clue.

Could you give me a hand?
Yeah, sure.

Cheers.

What's up with Carrie?
She's got a bit of a problem, and I think she's pretty fed up.

What do you fancy doing tonight?
I'm not bothered, really.

Hang on. I'll be with you in a minute.
It's OK, we've got loads of time.

SPOTLIGHT *cheers*

We use **cheers** in informal situations to mean either *thank you* or *goodbye*. It is also used to express good wishes when we have an alcoholic drink.

GLOSSARY

kid <i>inf</i>	child	hang on <i>inf</i>	wait a moment syn hold on
I haven't a clue <i>inf</i>	= I don't know.	loads (of sth) <i>inf</i>	lots (of sth)
fancy (doing)sth <i>inf</i>	want sth or want to do sth	What's up (with sb)? <i>inf</i>	= What's the matter (with sb)?
I'm not bothered	= I don't mind what we do / where we go.	a bit of a/an <i>inf</i>	used when talking about unpleasant things to mean 'rather a': It's a bit of a long walk to the station.
give sb a hand <i>inf</i>	help sb syn lend sb a hand	fed up <i>inf</i>	bored or unhappy with a situation
yeah <i>inf</i>	yes		

4 Same or different? Write S or D.

- | | | | |
|--------------------------------------|----------|-------------------------------------|-------|
| ► yeah / yes | <u>S</u> | 4 I don't know. / I haven't a clue. | |
| 1 I'm not bothered. / I'm not happy. | | 5 kid / teenager | |
| 2 cheers / goodbye | | 6 hang on / wait a minute | |
| 3 fed up / hungry | | 7 What's the matter? / What's up? | |

5 Replace the underlined words with more informal words. The meaning must stay the same.

- | | | | |
|-----------------------------------|-------------|------------------------------------|-------|
| ► Yes, I'll wait. | <u>Yeah</u> | 3 We've got <u>a lot</u> of time. | |
| 1 Could you <u>help me</u> ? | | 4 Could you <u>wait</u> a minute? | |
| 2 Where are the <u>children</u> ? | | 5 She's <u>bored and unhappy</u> . | |

6 Make sentences from the words.

- | | |
|--|--|
| ► not / about / holiday / a / I'm / bothered | <u>I'm not bothered about a holiday.</u> |
| 1 of / got / she / we've / time / says / loads | |
| 2 you / hand / today / me / could / lend / a ? | |
| 3 up / morning / with / what's / this / Matt ? | |
| 4 afraid / clue / I / a / I'm / haven't | |
| 5 this / do / fancy / what / doing / evening / you ? | |

7 Complete the dialogues.

- What's up ? ~ Nothing. Why?
- 1 I'm writing a text. Could you on a minute? ~, sure.
- 2 See you tomorrow. ~ OK,!
- 3 Could you me a hand? ~ Sorry, I've got a problem today.
- 4 What do you want to do? ~ Oh, I'm not, actually. You decide.
- 5 What's with Zoe this morning? ~ I haven't a
- 6 Do you going out? ~ Yes. What would you like to do?



TEST YOURSELF