Formal vs. Informal Style

Match the formal sentences to their informal equivalent.

1. I assume that the suggestion I offered is the best solution. Thus, I recommend that you accept this advice.
2. I really think you should pay us a visit.
3. All the necessary travel preparations can be arranged through their office.
4. I am writing in reply to your query about the item you purchased.
5. I am writing this short letter to advise you some places where you can spend time this holiday season.
6. I am afraid I cannot make it to your party because I have already made plans that I cannot change.
7. I would appreciate a reply at your earliest convenience.
8. I have no other alternative but to rescind the order that I placed due to your inability to deliver it in timely fashion.
9. The item in question will satisfy all your requirements.
10. Moreover, desired transportation is also provided.
11. You can really get a feel for the local culture.
12. I was informed that I could not return the items I bought and get a full refund.
13. My responsibilities included assisting the managers.
14. All in all, the matter was resolved amicably.
15. The course fee is one hundred pounds, including using all the necessary equipment.
16. I no longer wish to do business with them.
17. If there is anything else I have to be aware of, please let me know.
18. I want to express my point of view.

a) You have to pay one hundred pounds for the course; you can also use all the stuff you need.

b) I am writing to answer your questions about the thing you bought.

c) What is more, they give you any means of travel you want.

d) I want to tell you what I think.

e) They told me I wouldn't be able to send back the things I bought and get my money back.

f) There's no other way but to cancel the thing I ordered because you couldn't deliver it soon enough.

g) Anyway, everything worked out just fine.

h) Unfortunately, I will not be able to attend this social gathering owing to some prior commitment.

i) I am sure that what I told you is the best way to handle the situation, so you should follow my advice.

j) In case there's something else I should know, keep me posted.

k) I'll be thankful if you write me back soon.

l) Why don't you come and visit us?

m) There's no way I'll keep on working with them.

n) It's a quick note to help you decide where to hang out during these holidays.

o) This product will make you very happy.

p) That company will take care of your trip organization.

q) It'll be possible to experience their traditions.

r) I was responsible for helping the managers.



LIVEWORKSHEETS