

Practice Exercise: Formal vs. Informal English

Part 1: Identify the Style

Read each sentence below and decide whether it is written in **formal** or **informal** English.
Circle your answer.

1. Could you kindly **inform** us of your availability?
☐ **Formal / Informal**
2. The manager decided to **call off** the meeting.
☐ **Formal / Informal**
3. I'll **check** the schedule and let you know.
☐ **Formal / Informal**
4. The committee will **commence** the project next week.
☐ **Formal / Informal**
5. She **apologized** for the misunderstanding.
☐ **Formal / Informal**

Part 2: Match the Words

Match the informal word on the left with its formal equivalent on the right.

| Informal | Formal |
|----------|--------|
|----------|--------|

| | |
|------|-------|
| Help | _____ |
|------|-------|

| | |
|-------|-------|
| Start | _____ |
|-------|-------|

| | |
|------|-------|
| Seem | _____ |
|------|-------|

| | |
|------|-------|
| Kids | _____ |
|------|-------|

| | |
|-------------|-------|
| Think about | _____ |
|-------------|-------|

Part 3: Rewrite the Sentences

Rewrite the sentences below using the opposite style (formal or informal).

1. The teacher asked the students to **begin** their projects.
Rewrite informally: _____
2. Can you **help** me with this problem?
Rewrite formally: _____
3. He was **lucky** to win the competition.
Rewrite formally: _____
4. We need to **check** the document before submitting it.
Rewrite formally: _____

Part 4: Contextual Usage

For each scenario, write a short sentence in either formal or informal English, depending on the context.

1. **Email to a professor about missing a class:**
Write formally: _____
2. **Text to a friend about a cancelled event:**
Write informally: _____
3. **Job interview response about your skills:**
Write formally: _____
4. **Conversation with a sibling about dinner plans:**
Write informally: _____

Part 5: Reflection

In 3-5 sentences, explain why it is important to understand the difference between formal and informal English. Provide examples from the exercises above.