

FORMAL / INFORMAL LANGUAGE

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

..... Hi there!

..... I am looking forward to your answer

..... I'm calling to tell you

..... Tell me as soon as possible!

..... I would appreciate your answer

.....Yours,

..... Lots of love!

..... Dear Sir / Madam

..... I want to know about...

..... Thanks

.....Please, write back soon

.....Yours faithfully,

Very informal vocabulary is unacceptable in exams, emails and writings. It is only used in speech (but again, avoid it in exams). Complete this chart.

Common form	Very informal (never used in exams)	Translation
Going to		
	Wanna	
	Lemme	
	Gimme	
	'cause / 'cos / 'cuz	
	Doin' / writin' / singin' / ...	
	Gotta	
	Outta	
Kind of		
	Dunno	
	Hafta / hasta	