

1	2	3	4	5

1. Match sentences 1- 5 with sentences a - e so that they have the same meaning:

1. Thanks very much for your letter, I was really happy to get it.
2. I'm so sorry to tell you this, but your photos are extremely bad.
3. Sending you lots of love.
4. You took me out, so you're the one who has to pay for dinner.
5. I'm happy you like it, because it cost me an arm and a leg.

- a. The cost of the meal should be covered by the person who extended the invitation.
- b. It must be said that the photographs you have submitted are entirely unacceptable.
- c. I am sending my best regards.
- d. My most recent purchase was rather costly. I am pleased you approve of it.
- e. Thank you for the letter of 11 June, it was delightful to hear from you.

2. Go back to the sentences above & identify the following features – add examples from the sentences or your own.

FEATURES	INFORMAL	FORMAL
1. Abbreviations and contractions	used extensively, for example, <i>I'm, they're, there's, isn't</i> , etc.	not used; the full form is necessary for example <i>has not, I would be</i>
2. Use of the passive and active (<i>The apple was eaten by the worm/ The worm ate the apple</i>) PASSIVE/ACTIVE		
3. Use of the first person singular - IMPERSONAL STRUCTURES/ FIRST PERSON SINGULAR		
4. Use of intensifiers (<i>really, absolutely, terribly</i>) YES/NO		
5. Use of phrasal verbs (<i>stand up, put down</i>) NEUTRAL/YES		
6. Link words (<i>so, but, although, meanwhile</i>) INFORMAL LINKING WORDS/FORMAL LINKING WORDS		
7. Set phrases and idioms (<i>face the truth, best of both worlds</i>) GENERALLY AVOIDS/ YES		
8. Rhetorical questions (<i>Have you ever thought ...?</i>) AVOIDS/ YES		
9. Expression of personal feelings (<i>I'm terribly sorry, I'm extremely happy</i>) ENCOUAGES/ AVOIDS		
10. Ellipsis (missing out words) (<i>IT'S nice to see you</i>) YES/NO		

