

# Formal or Informal?

Read each dialogue. Identify if the speaker is using formal language or informal language.



Good morning, students!  
Please open your books on  
page 17.



Hey, kids! What's up? Let's  
open our books on page 17.

## Formal Language rules:

- Check your audience. How are you talking to?
- Use formal words
- Avoid slang
- Avoid contractions
- Avoid figurative language
- Use longer, more complex sentences

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We looked at the problem and came up with some solutions that might work.



We examined the problem and devised a list of possible solutions.

Where should you use formal language?

- Written reports
- Speeches and presentations
- Complaint letters
- Conversations with people you are not familiar with

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I am writing to inquire about  
your job opening.



I'm writing to ask about ur  
job offer, k?

When can you use INFORMAL language?

- Letters, emails, and text messages to friends
- Conversations with friends and family
- Conversations with people you know well