

Educator Information and Directions

Student Objectives

1. Identify features of formal and informal writing styles
2. Determine which writing style, formal or informal, best suits different contexts and purposes
3. Revise informal writing to a formal writing style
4. Create original writing samples in both formal and informal writing styles

DAY 1

- Watch the **Video Lesson** and complete your **Guided Notes**.
- Complete the **Vacation Scrapbook Activity**.
- Complete **Online Practice 1**.

DAY 2

- Complete the **Sightseeing Tour Activity**.
- Complete the **Travel Itinerary Activity**.
- Complete **Online Practice 2**.

DAY 3

- Complete the **Going to the Palace Activity**.
- Complete **Online Practice 3**.

DAY 4

- Complete the **Tale of Two Travelers Activity**.
- Complete **Online Practice 4** and **Online Assessment**.

Suggested Reward

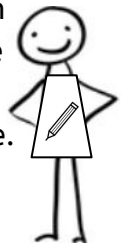
Use your account to reward 100 Gold/\$coops for each worksheet completed in this packet.

Extension Activities

Day in the Life: Students stop throughout the day to take notes in an informal writing style – like a diary of their day. At the end of the day, they can use those notes to prepare a formal news segment or report to tell a friend or trusted adult about their day.

News With a Twist: Students can ask a trusted adult for help to find a news story and then rewrite it with an informal twist.

Formal Wear: Students create a stick figure cutout wearing a shirt. On the shirt, students write a sentence or two about a topic of their choice in an informal style. Then, create a cutout of a formal item of clothing, such as a suit jacket or dress. Students will now revise their writing to a formal style and write it on the formal clothing item. The new item of clothing can be placed on top of the stick figure to “dress it up.” You could even use a paperclip to keep it in place. Now, the stick figure can dress “informally” or “formally” to help your student remember what they have learned.



Complete While Watching Video



Example



Student Practice



Write It Out!

Day 1

Guided Notes



Guided Notes: While you are watching the video, fill in the information below for your notes. Some notes have already been added for you.



Informal Writing

Formal Writing



casual conversation

Language

- ★
- ★
- ★

- ★
- ★
- ★

Tone

_____ and _____

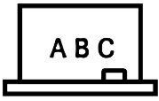
_____ and _____

Sentence Structure



complete sentences
that follow all of
the rules for
grammar,
punctuation,
and spelling


Guided Notes (cont.)

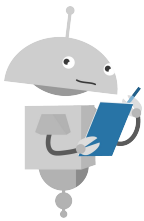


Guided Notes: While you are watching the video, fill in the information below for your notes.



Pause: Think back to the informal words and phrases you updated to more formal language. What words did you pick?

Informal Words	Updated → Formal Words
 fave	favorite



Write: Write a formal sentence that includes at least one of your updated words.

Remember to use the following:

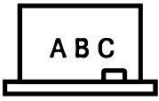
- a complete sentence
- academic language



My favorite robot is Mia.



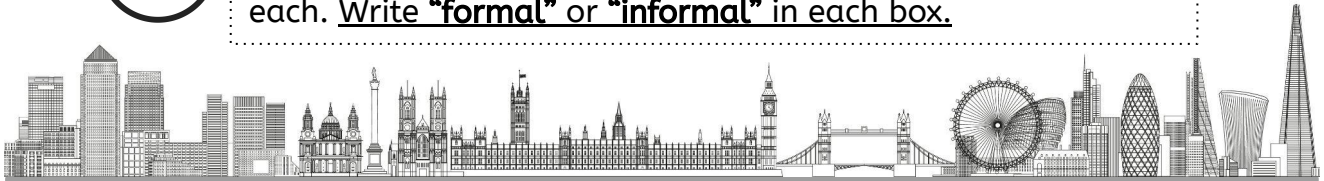
Guided Notes (cont.)





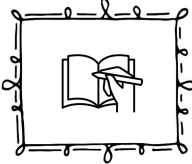

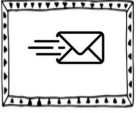


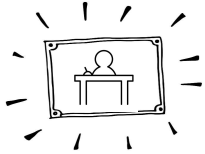
Guided Notes: While you are watching the video, fill in the information below for your notes. The first two have been done for you.



Pause: Think about the different contexts in the scrapbook below and which writing style would be most appropriate for each. Write **“formal”** or **“informal”** in each box.



Vacation Scrapbook

 <p>Text Messages</p> <p>Informal</p>	 <p>Essays</p> <p>Formal</p>
 <p>Journal Entries</p>	 <p>Memos To Business Partner</p>
 <p>Letters To College Advisor</p>	 <p>Social Media Posts</p>
 <p>Legal Documents</p>	 <p>Brainstorming</p>

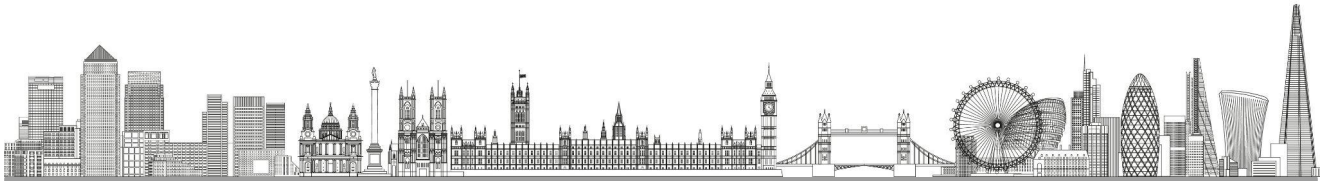
Vacation Scrapbook Activity



Practice: Think about more contexts that require people to write and add them to the scrapbook page below. Determine if each is best suited for a **formal or informal** writing style. Use the scrapbook page in your Guided Notes as inspiration!

Be sure to do the following:

- Include an image.
- Describe the context.
- Write “informal” or “formal”.



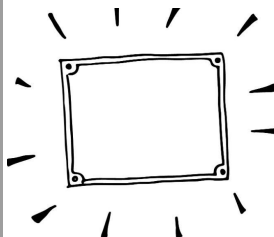
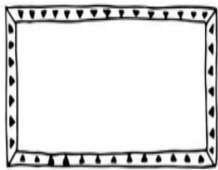
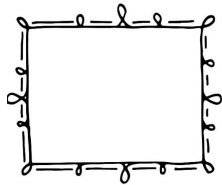
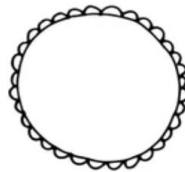
Vacation Scrapbook

The fun continues



Completing a job application

Formal



Vacation Scrapbook Activity (cont.)



Practice: Select two contexts from your Vacation Scrapbook. Choose **one** that is best suited for an **informal** writing style and **one** for a **formal** writing style. Practice writing in each style by coming up with your own writing sample.

Example:



Context
Completing a job application

Style
Formal



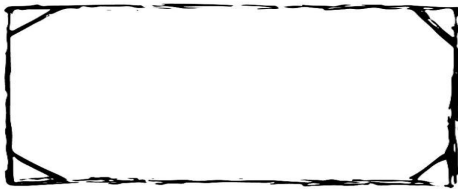
My work ethic and teamwork skills make me a great fit for this position.



Vacation Scrapbook

Write it out!

Context



Style



Context



Style



Day 2

Sightseeing Tour: Except and Accept



Practice: Read each sentence and determine which homophone is the best choice. **Circle** the correct homophone for each sentence.

Example: We will visit all the famous landmarks, **except** / **accept** for the royal palace which is closed today.

1. If you want to ride the London Eye, please **except** / **accept** the safety rules.
2. The tour guide said everyone is welcome to join, **except** / **accept** those who get carsick easily.
3. If you're hungry, they **except** / **accept** credit cards at the snack bar near Big Ben.
4. The tour guide said to **except** / **accept** this brochure for more historical facts.
5. The double-decker bus has room for everyone, **except** / **accept** those without a reservation.
6. I'll **except** / **accept** any questions about London you might have.
7. The museum is free for everyone to enter, **except** / **accept** during special events.
8. You can take photos everywhere **except** / **accept** inside Westminster Abbey.
9. We should **except** / **accept** the guide's recommendation and visit the London Zoo.
10. We will get to see the Changing of the Guard, **except** / **accept** when it is raining heavily outside.
11. They don't **except** / **accept** cash at the London Eye ticket counter.

Travel Itinerary Activity



Practice: As you explore tourist attractions during your London travels, think about the features of formal and informal writing. Read each entry in the Travel Itinerary and determine which writing style it best matches. Highlight the words and other features that help you know which writing style to choose. One entry has already been completed for you as an example.

Be sure to do the following:

- Write **“formal”** or **“informal”** in each blank.
- Highlight words and features.

Travel Itinerary



Destination:
London,
England



London
Eye

The London Eye is a gigantic Ferris wheel that offers breathtaking views of the city’s skyline. Standing at 443 feet tall, it was the world’s tallest Ferris wheel when it opened in the year 2000.

Style: _____

Hey, have you heard of the London Eye? It’s this HUGE Ferris wheel that lets you see all of London from way up high. When it first opened, it was the tallest Ferris wheel on the planet! Total GOAT!

Style:  *Informal*



Tower of
London

So, get this – the Tower of London isn’t just any old castle. It’s right next to the River Thames and has been around since 1066! Yeah, ancient! Been a king’s house, a jail, and can you believe it, even a zoo!

Style: _____

The Tower of London is a historic castle located on the north bank of the River Thames. It was originally built by William the Conqueror in 1066 and has served as a royal palace, prison, and zoo.

Style: _____

Travel Itinerary Activity (cont.)



**British
Museum**

The British Museum, located in the heart of London, is one of the world's oldest museums. It houses an extensive collection of art and artifacts from around the globe, including the Rosetta Stone.

Style: _____

Hey, you gotta check out the British Museum! It's smack-dab in the middle of London and is super old. In a cool way, of course! They've got some awesome stuff from all over the world!!!

Style: _____



**Buckingham
Palace**

Guess what? Buckingham Palace is, like, the ultimate royal hangout! If you ever bump into a princess or king, get ready to bow or curtsy. Oh, and you gotta call them stuff like "Your Majesty" ... weird, huh?

Style: _____

Buckingham Palace is where the British monarch lives. When meeting a royal, there are specific customs to follow, like bowing or curtsying and addressing them as "Your Majesty."

Style: _____

Reflect and Write

As you completed this activity, what did you notice about the differences between formal and informal writing? What types of words and features helped you know which writing style to choose? Write your response below.



Day 3

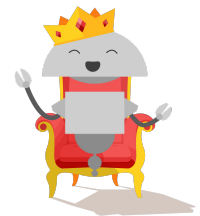
Going to the Palace Activity



Practice: Mia has written several informal text messages to friends about the vacation to London. The staff at Buckingham Palace has heard about Mia's trip and would like to include details about it in the official palace records. Mia needs your help to revise the informal messages to formal writing that is fit for royalty!

Remember to incorporate these features of formal writing:

- Language:** academic, clear, and easy to understand
- Tone:** professional and objective
- Sentence Structure:** complete sentences that follow rules for grammar, punctuation, and spelling



Hey guys, guess what? Rode the London Eye! So cool but kinda scary. 🤖 Saw the whole city, even Buckingham Palace! 🏰 First robot ever to ride it, they say! 🤖 ✨

Tower of London today! 🏰 U won't believe it, used to be a jail! 😱 It was even a zoo a long time ago – crazy! Now it looks totally majestic. Saw Crown Jewels, bling bling! 💎 Def a must-see!

Going to the Palace Activity (cont.)

Buckingham Palace visit! 🏰 U know it's where the king lives? 👑 Toured some rooms full of history & art. 🎨 Even saw the throne room! 👑 No joke, place has its own post office! ✉️ History overload – gotta come back!

British Museum today = mind blown! 🏛️ Saw the Rosetta Stone, like the real one! 🗿 Mummies from Egypt, creepy but cool. 🇪🇬 History's so alive there! 📖 Even stuff from ancient Greece! 🏺 U gotta check it out.

Write: Mia wants to learn how to revise informal writing to formal writing so that you don't always have to help. What advice do you have for revising writing from an informal to formal writing style?

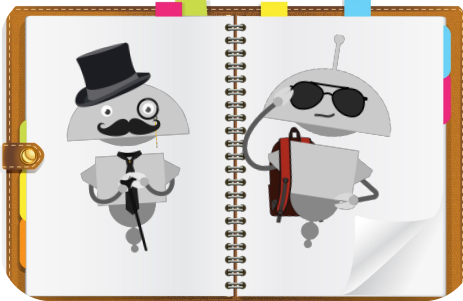


 Tips for Including Formal Writing Features

 Tips for Avoiding Informal Writing Features

Day 4

Tale of Two Travelers Activity



DIRECTIONS: In this activity, you will write about a real or imaginary vacation in both formal and informal writing styles.



Complete the steps in the spaces provided over the next three pages.

Step 1: Make a Plan

Vacation Destination

Think about your own travels or imagine a vacation destination of your own creation. Use the box below to make notes about the destination you have chosen.

Informal Context

Choose **one** context for writing about your vacation in an informal style.

- Text messages to a friend
 - Entry into your own journal/diary
 - Create your own informal context
-

Formal Context

Choose **one** context for writing about your vacation in a formal style.

- Essay for school about the destination
 - Letter to the city council about why the destination should be named a historical landmark
 - Create your own formal context
-

Tale of Two Travelers Activity (cont.)

Step 2: Informal Writing

DIRECTIONS: Write about a real or imaginary vacation in an informal writing style. Use your plan on the previous page to help you write.



Remember to incorporate these features of informal writing:

- Language:** casual conversation
- Tone:** casual and personal
- Sentence Structure:** no specific rules to follow

Tale of Two Travelers Activity (cont.)

Step 3: Formal Writing

DIRECTIONS: Write about a real or imaginary vacation in a **formal** writing style. Use your plan on the previous page to help you write.



Remember to incorporate these features of formal writing:

- Language:** academic, clear, and easy to understand
- Tone:** professional and objective
- Sentence Structure:** complete sentences that follow rules for grammar, punctuation, and spelling
