

Formal and Informal Writing

1. Which feature is a characteristic of formal writing?

- Casual and personal tone
- Conversational language
- Clear academic language
- No specific rules

2. Read the following sentence and think about the clues that tell you it is informal writing: "Hey guys guess what. Rode the london eye. So cool but kinda scary. U gotta go." Which clues tell you that this is informal writing?

- Complete sentences, objective tone, correct use of commas
- Academic language, proper grammar, objective tone
- Personal tone, incomplete sentences, conversational language
- Professional tone, follows rules of capitalization, clear language

3. You are reading an email from a friend that includes the following sentences "Visiting Buckingham Palace was the highlight of our vacation. You've gotta go there the next opportunity you get." Which word or phrase in the sentences helps you know that this is an example of informal writing?

- Vacation
- Gotta
- Get
- Opportunity

4. Which scenario is best suited to informal writing?

- Writing an essay for school
- Brainstorming ideas
- Drafting a contract
- Creating a business plan

5. You are writing an email to a local business to inquire about internship opportunities. Your first draft states, "I love working with people, and I think this would be a super cool opportunity." How could you revise this sentence to make it more formal?

- Would love to intern with your amazing team. People skills are my area of expertise.
- I think people are awesome and that it would be totally rad if I could work with your team.
- If you want to work with a talented customer service expert, you gotta give me a call.
- I am talented at customer service and interested in the opportunity to work with your team.

6. Which feature is a characteristic of informal writing?

- Follows all grammar rules
- Clear academic language
- Professional and objective tone
- Casual and personal tone

7. Which scenario is best suited to formal writing?

- Posting on social media
- Writing a song
- Emailing a friend
- Applying for a job

8. In the following sentence, notice the clues that let you know this is formal writing: "The British Museum, located in the heart of London, is one of the world's oldest museums." Which clues did you notice?

- Incomplete sentence, conversational language, misspelled words
- Abbreviated words, casual tone, and incorrect use of capitalization
- Sentence fragments, casual language, and personal tone
- Complete sentence, correct use of commas, and academic language

9. You wrote an essay for school including the following sentences: "The London Eye has provided fun and scenic views to millions of visitors. With so much stuff to see, many visitors bring cameras to capture the breathtaking scenery." Which word or phrase would you change to make the writing more formal?

- Many visitors
- Bring
- Fun
- So much stuff

10. Your draft letter to the local library about extending weekend hours begins with, "It's so annoying that you close early on weekends." How should you revise this statement to be more formal?

- It's a bummer you close early on weekends. Longer hours please!
- You guys should totally stay open longer on weekends.
- Closing so soon on the weekends is inconvenient. Extend the hours!
- The current weekend hours are inconvenient, so I propose an extension.