

Formal vs Informal English Worksheet

Name: _____

Date: _____

Score: _____ / 20

Exercise A · Formal or informal? (Q1–6)

Write *F* (formal) or *I* (informal) for each sentence.

1. *I am writing to enquire about the position advertised.*

→

2. *Hey! What's up?*

→

3. *Could you please provide further clarification?*

→

4. *She's gonna be late, I reckon.*

→

5. *We regret to inform you that your application was unsuccessful.*

→

6. *Thanks a lot for your help!*

→

Exercise B · Match formal to informal (Q7–10)

Draw a line to match each formal phrase with its informal equivalent.

7. *I would like to request...*

A. I'm really sorry

8. *I sincerely apologise...*

B. Can I ask for...

9. *I am unable to attend...*

C. I'll get back to you

10. *I shall revert to you...*

D. I can't come

Formal vs Informal English — Side B

Exercise C · Rewrite formally (Q11–13)

Rewrite each informal sentence in a formal style.

11. *I'm writing to find out about the job you posted.*

12. *Can you send me the stuff we talked about?*

13. *Sorry I can't make it to the meeting on Thursday.*

Exercise D · Rewrite informally (Q14–16)

Rewrite each formal sentence in a more informal / conversational style.

14. *We would be grateful if you could confirm your attendance at your earliest convenience.*

15. *I regret to inform you that the event has been postponed until further notice.*

16. *Please do not hesitate to contact us should you require further assistance.*

Exercise E · Choose the correct register (Q17–20)

Underline the more appropriate option for the context given.

17. [Email to a professor] (*Hey Prof* / *Dear Professor Smith*), I am writing regarding...

18. [Text to a friend] The concert was (*absolutely magnificent* / *so amazing*)!

19. [Job application] I am (*keen to* / *up for*) joining your team.

20. [Formal report] The results (*show* / *demonstrate*) a significant improvement.

Answer Sheet — Formal vs Informal English

For teacher / self-marking use only.

Exercise A — Formal or informal?

1. **F**
2. **I**
3. **F**
4. **I**
5. **F**
6. **I**

Exercise B — Match formal to informal

7. **B**
8. **A**
9. **D**
10. **C**

Exercise C — Rewrite formally

11. **I am writing to enquire about the vacancy recently advertised.**
12. **Could you please forward the relevant documents we discussed?**
13. **I regret to inform you that I am unable to attend Thursday's meeting.**

Exercise D — Rewrite informally

14. **Could you let us know if you're coming?**
15. **Sorry, the event has been put off — not sure when it'll happen.**
16. **Feel free to get in touch if you need anything.**

Exercise E — Choose the correct register

17. **Dear Professor Smith**
18. **so amazing**
19. **keen to**
20. **demonstrate**

Total: 20 points · Side A: Q1–10 · Side B: Q11–20