

# Formal vs. Informal English

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score: \_\_\_\_\_ / 10



## Quick Review

**Formal** English uses full words, polite phrasing, and no contractions or slang — good for teachers, principals, and school emails. **Informal** English uses contractions, slang, and casual tags (*okay?*, *like*, *yeah*) — good for friends and family. Every choice below is a real, grammatical sentence; the difference is REGISTER.

## PRACTICE

Choose the sentence that best fits the situation. All options are grammatical; only one matches the register the situation calls for.

- Which sentence is the most FORMAL way to ask for a pencil?
  - Could you toss me a pencil?
  - Could you please pass me a pencil?
  - Could I bother you for a pencil?
  - Hey, can I grab a pencil?
- Which sentence is the most INFORMAL?
  - I would like to attend the event.
  - I am writing to ask about the trip.
  - Thank you for the invitation.
  - Yo, you going to the thing?
- You are writing an email to your teacher. Which opening fits best?
  - Dear Ms. Park,
  - Hi Ms. Park,
  - Hey Ms. Park!
  - Ms. Park —
- You are texting a friend about a movie. Which fits best?
  - I would like to inform you that the film commences at 7 p.m.
  - Greetings. The motion picture begins shortly.
  - Movie starts at 7 — see ya there!
  - The cinematic feature is scheduled to begin at 7:00 in the evening.



5. Which is the FORMAL version of “*I wanna go to the library.*”?
  - A. I’m gonna head to the library.
  - B. I would like to go to the library.
  - C. I plan on hitting the library.
  - D. Library — let’s go!
6. Which version is INFORMAL?
  - A. Please return your book by Friday.
  - B. Kindly return all materials by Friday.
  - C. Books are due Friday.
  - D. Bring the book back by Friday, okay?
7. You are writing a letter to the school principal. Which closing is best?
  - A. Later!
  - B. Cheers,
  - C. Sincerely,
  - D. Take care,
8. Which is the INFORMAL version of “*I am very tired.*”?
  - A. I’m beat.
  - B. I am quite fatigued.
  - C. I am exhausted.
  - D. I require some rest.
9. Which sentence is the most FORMAL?
  - A. Thanks a million!
  - B. Thanks so much for helping out.
  - C. Big thanks for all your help.
  - D. Thank you for your help with my project.
10. Which sentence fits a speech to the whole school?
  - A. Hey everyone, what’s up?
  - B. Good morning, students and teachers.
  - C. Hi there, friends and folks.
  - D. Sup, school — listen up!



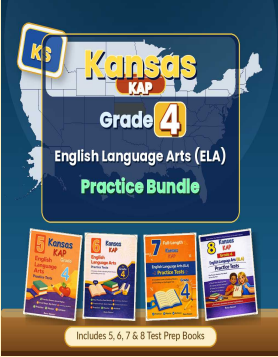
## Answer Keys

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Explanations	
<b>1. B</b>	All four are grammatical and polite to some degree. <b>B</b> uses <i>please pass</i> — standard polite formal phrasing. <b>A</b> uses <i>toss</i> (casual verb); <b>C</b> uses <i>bother</i> (apologetic but colloquial); <b>D</b> opens with <i>Hey</i> and uses <i>grab</i> (both informal).
<b>2. D</b>	All four are grammatical. <b>D</b> stacks slang ( <i>Yo, the thing</i> ) and drops the helper verb ( <i>are</i> ). The others are full-sentence formal forms.
<b>3. A</b>	All four are real ways to open. <b>Dear</b> ____, is the standard formal opening for school emails. <i>Hi</i> is friendly but informal; <i>Hey!</i> is too casual; the bare name + dash is abrupt and impolite for a teacher.
<b>4. C</b>	All four are grammatical. <b>C</b> uses casual shortened phrasing ( <i>see ya</i> ) — perfect for a text to a friend. The others are over-formal for a friend ( <b>A</b> and <b>D</b> sound like business letters; <b>B</b> sounds like a newspaper headline).
<b>5. B</b>	<b>B</b> uses <i>would like to</i> (the standard polite formal phrasing). <b>A</b> keeps the casual contraction <i>gonna</i> ; <b>C</b> uses the slang verb <i>hitting</i> ; <b>D</b> is a friendly exclamation.
<b>6. D</b>	All four are grammatical. <b>D</b> adds the casual tag <i>okay?</i> — typical of friendly spoken speech. <b>A</b> and <b>B</b> use formal politeness markers; <b>C</b> is neutral and factual (not slangy).
<b>7. C</b>	All four are real letter closings. <b>Sincerely</b> , is the standard formal closing. <i>Later!</i> is slang; <i>Cheers</i> , is friendly/casual (and British-flavored); <i>Take care</i> , is warm but informal — for friends, not a principal.
<b>8. A</b>	All four are real and grammatical. <b>I'm beat</b> is everyday slang. The other three keep formal vocabulary ( <i>fatigued, exhausted, require</i> ).
<b>9. D</b>	<b>D</b> uses the full polite phrase <i>Thank you</i> and a complete sentence. <b>A</b> is a friendly exclamation; <b>B</b> uses the casual <i>so much</i> and <i>helping out</i> ; <b>C</b> uses the casual <i>Big thanks</i> .
<b>10. B</b>	<b>B</b> is the standard formal public greeting. <b>A</b> is casual ( <i>Hey, what's up</i> ); <b>C</b> is friendly but uses casual <i>folks</i> ; <b>D</b> is full slang.



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