

## Test Your Writing Skills

### Writing Informal and Formal Letters 1

We write **informal** letters to friends, family members and people that we know well, for example, a letter to an old school friend.

We write **formal** letters to people that we don't know well, for example, a letter to the local council to enquire about childcare facilities.

Say whether the following phrases come from informal or formal letters. Write either 'informal' or 'formal' next to each one:

- |   |       |
|---|-------|
| 1. Dear Mr. Williams                            | _____ |
| 2. See you later                                | _____ |
| 3. Yours sincerely, Alan Stewart                | _____ |
| 4. Hi, how's it going?                          | _____ |
| 5. Lots of love, from Jermaine                  | _____ |
| 6. Yours faithfully                             | _____ |
| 7. Dear Madam                                   | _____ |
| 8. Dear Jeff                                    | _____ |
| 9. Take care                                    | _____ |
| 10. I look forward to hearing from you soon     | _____ |
| 11. Sorry I haven't written for a while         | _____ |
| 12. Please can you send me an application form? | _____ |
| 13. Best wishes, from Tracey                    | _____ |
| 14. Please say hi to Pardeep for me – thanks!   | _____ |
| 15. We are writing to inform you that...        | _____ |

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Answers:

- |   |                 |
|---|-----------------|
| 1. Dear Mr. Williams                            | <i>formal</i>   |
| 2. See you later                                | <i>informal</i> |
| 3. Yours sincerely, Alan Stewart                | <i>formal</i>   |
| 4. Hi, how's it going?                          | <i>informal</i> |
| 5. Lots of love, from Jermaine                  | <i>informal</i> |
| 6. Yours faithfully                             | <i>formal</i>   |
| 7. Dear Madam                                   | <i>formal</i>   |
| 8. Dear Jeff                                    | <i>informal</i> |
| 9. Take care                                    | <i>informal</i> |
| 10. I look forward to hearing from you soon     | <i>formal</i>   |
| 11. Sorry I haven't written for a while         | <i>informal</i> |
| 12. Please can you send me an application form? | <i>formal</i>   |
| 13. Best wishes, from Tracey                    | <i>informal</i> |
| 14. Please say hi to Pardeep for me – thanks!   | <i>informal</i> |
| 15. We are writing to inform you that...        | <i>formal</i>   |

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