

Friday 9th October 2020

WALT: Understand the differences between informal and formal

S2S: **I can**

- Understand the purpose of informal and formal
- Identify informal and formal language

Formal or Informal?

Formal

We use formal language when:

- Talking/writing to someone we don't know;
- Writing non-fiction such as instructions, explanations or reports;
- Writing formal letters.

Informal

We use informal language when:

- Talking/writing to someone we know well;
- Writing letters or postcards to friends and close family;
- Writing emails and texts to people we know.

Formal Letter

Dear sir or madam,

I am writing to inform you that I had a most enjoyable experience at your wonderful leisure establishment.

My family and I enjoyed magnificent refreshments. Indeed, the cuisine was heavenly...



Informal Letter



Hi Laura,

I had a great time coming to stay with you last weekend. It was really cool meeting your family and awesome bunny rabbits.

That pasta we had was A-MAZE-ING! Could you get your mum to send me the recipe? That would be SO wicked...

Layout – Formal

1

Mr. T. Smith
89 Foxhote Lane,
Twinklstone.
WA12 4QP.

Your address

2

Monday 26th November 2016

Date

3

Mr. S. Pilkington
32 Warren Drive,
Warwickshire.
S13 4AP.

Recipient's address

4

Dear Mr Pilkington,

Greeting

5

I am writing to complain about the vegetables purchased from your shop three days ago. Firstly, the potatoes were not only hollow but also had an infestation of ants within them. Secondly, the 500g of mushrooms were actually doorknobs which had been painted grey. Last of all was the watermelon. Upon closer inspection this was no watermelon, rather a football painted green.

Main body

6

This standard is unacceptable and I demand a refund for these goods. You should expect a visit from myself within the week.

Yours sincerely
Mr. T. Smith

Closing farewell

Beginning Your Letter



If you don't know who to address your letter to, then you must begin the letter with *Dear Sir or Madam,*



If you know the name of the person you are writing to, then you must begin the letter with *Mr, Mrs or Ms* *Dear Mr Smith,* along with their surname:

Ending Your Letter



If you don't know who to address your letter to, then you must end the letter with:
Yours faithfully,
(YOUR NAME)



If you know the name of the person you are writing to, then you must end the letter with:
Yours sincerely,
(YOUR NAME)

How to Write an Informal Letter

Step 1 – Write your address in the top right hand corner of your letter.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

How to Write an Informal Letter

Step 2 – Write the date underneath your address.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

How to Write an Informal Letter

Step 3 – Write the name of the person who the letter is for below the date on the left hand side. You can use 'Dear' or a more informal greeting, such as 'Hello', or 'Hi'. Add a comma after the person's name.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

How to Write an Informal Letter

Step 4 – Tell the person why you are writing to them.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

How to Write an Informal Letter

Step 5 – Add any extra information you would like to tell them.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

How to Write an Informal Letter

Step 6 – Finish off your letter using an appropriate ending e.g. 'Love from' or 'See you soon', followed by your name.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

Love from
Daisy xx

Create two columns in your Home Learning book:

Informal	Formal

I am going to give you a word or phrase and you need to decide if it is informal or formal by writing it in the correct column.



Formal or Informal?

How's it going?

Informal



Formal or Informal?

How do you do?

Formal



Formal or Informal?

Yours sincerely

Formal



Formal or Informal?

See you later!

Informal



Formal or Informal?

Kids

Informal

Formal or Informal?

Children

Formal

Formal or Informal?

Mates

Informal

Formal or Informal?

Companions

Formal

Formal or Informal?

Magnificent!

Formal



Formal or Informal?

Cool!

Informal

Formal or Informal?


Delicious

Formal

Formal or Informal?

Yummy

Informal



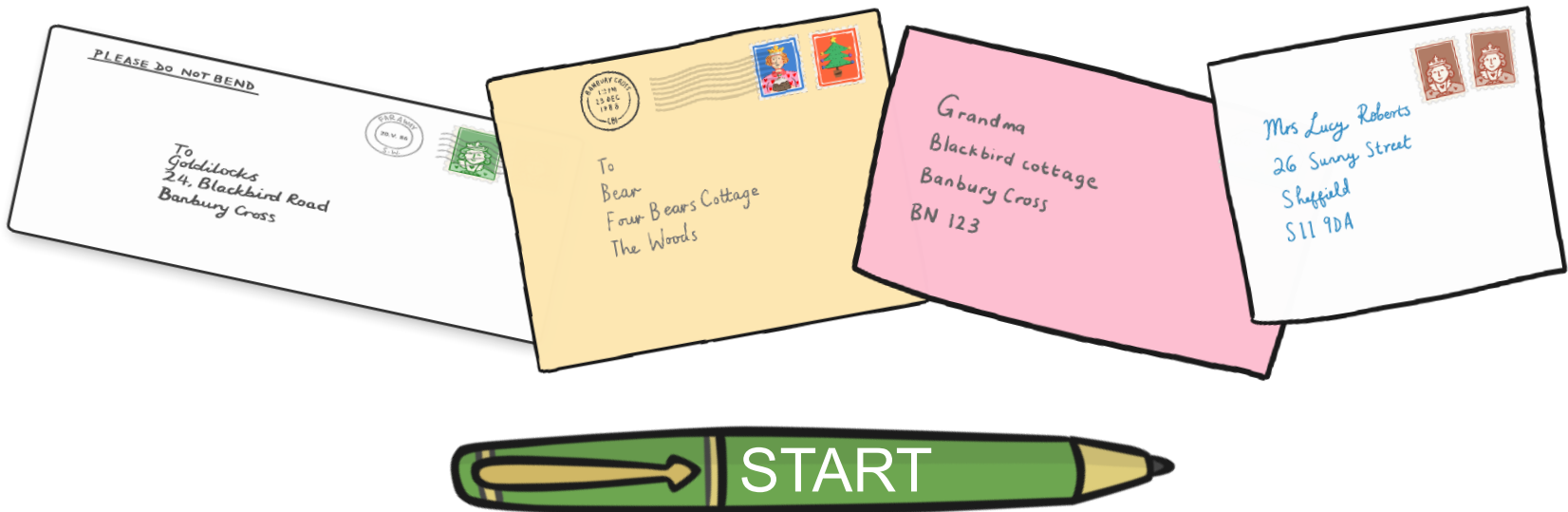
For the next activity I am going to show you a selection of different letters. You need to decide if they are formal or informal. After each letter write an 'I' or an "F" in your Home Learning book.

Activity

Sorting Letters Game

Look at the letters on the next few slides and see if you can sort them into formal and informal letters.

When you have decided which type of letter you think they are click on the answer envelope to reveal the answer.



The Three Bears
Three Bears' Cottage
Fairy Tale Land
FL00 ABC
Dear Daddy Bear,

Goldilocks
Bramble House
Fairy Tale Land
FL01 DEF
Monday 1st June 2015

I am writing to complain about the chairs in your sitting room. They are most uncomfortable and when I sat on one whilst visiting recently it broke. I fell and I hurt my leg! I would be most grateful if you could use stronger wood in future.

Also, I was very upset that you were cross when you saw me in your house. If you do not wish to have visitors (even people you do not know) then you should not leave your front door unlocked.

Yours Sincerely
Goldilocks



Dear Daisy

How are you? We are at the seaside!
It has been like a dream and very
nice weather too. What a treat! We
have had ice cream every day and
my Mum said maybe I can go on a
donkey tomorrow and she will teach
me to swim, what a week it's been!
We've spent lots of money as it isn't
cheap and our feet are tired but it's
been worth it.

Lots of love and see you soon.

May xx



Daisy McClean

3 Sheaf Street

Milton Keynes

MK3 3ET



Answer



Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

My brother James loved his train set and has been playing with it everyday since you delivered it. He loves the noises it makes and connecting all of the carriages together.

I hope you and Mrs Clause have a lovely holiday and the elves and reindeers have a well deserved rest.

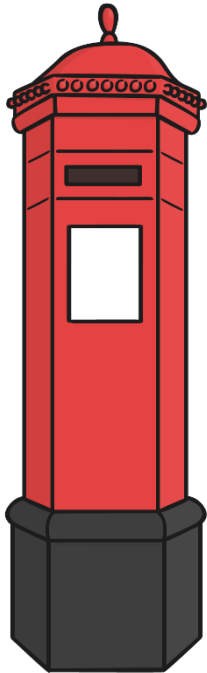
Love from
Daisy xx

Answer

NEXT

Mummy Bear
Three Bears'
Cottage
Fairy Tale Land
FL00 ABC
2015

Get Well Hospital
Healthy Road
Any Town
AN3 JKL
Wednesday 3rd June



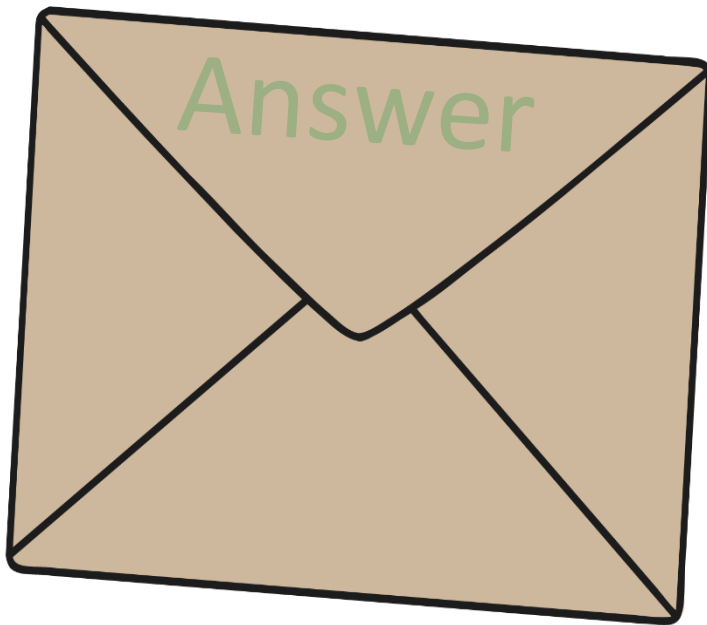
Dear Mummy Bear,

I am writing to inform you that you have an appointment with Doctor Cure on Friday 29th June at 10am. If you are unable to attend please could you contact us as soon as possible to arrange a more suitable time.

Yours Sincerely
Nurse Caring



Gran's Cottage
Dark Wood Lane
Forest Town
FT1 LMN
Friday 23rd May 2015

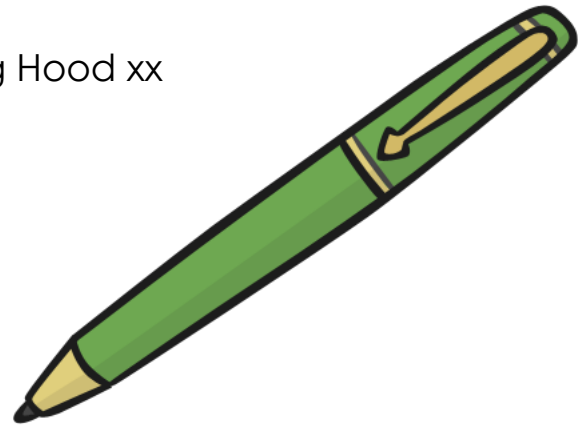



Dear Gran,

How are you? Mum told me you haven't been feeling very well. I have baked you some of your favourite cakes and wondered when it would be possible for me to come and visit?

Hope to see you soon.

Lots of love
Little Red Riding Hood xx





For the final activity you will need your green and red pencil. Read the letter on the next slide and complete the activity below:

Write the words which are **formal in green** and the words which are **informal in red**.

Dear/Hello Sir or Madam,

I am writing to let you know/inform you that a pizza I was unlucky enough/had the misfortune to order at your restaurant was despicable/rubbish.

The cheese was flavourless/gross, the tomatoes gone off/rotten, and the base chewy as rubber/impossibly tough.

Never will I eat at your establishment/joint again.

Not only was the food pants/terrible, but the waiting staff were snooty/alooof, and I had to wait two hours for my grub/dinner!

I demand/want a refund, to be paid now/immediately.

Yours faithfully/Cheers,

Name: _____

WALT: Understand the differences between informal and formal

S2S: **I have**

- **Understood the purpose of informal and formal**
- **Identified informal and formal language**

