Talk It Out

Choose words that fit the person and place.

CCSS.ELA-Literacy.L.2.3a "Compare formal and informal uses of English"

NAME _____ DATE _____

FORMAL ENGLISH	INFORMAL ENGLISH
Use formal English when you speak or write to someone you do not know well, such as a principal or librarian. Use careful, polite words. Dear Dr. Patel, I am writing to ask about the science fair.	Use informal English when you talk or write to friends and family. You can use relaxed words and phrases. Hey, Dad, check this out!

1 SORT

8 items

For each item, circle FORMAL or INFORMAL, then pick two items and explain how you knew.

1. Text to your friend: "Wanna play after school?" FORMAL INFORMAL
2. Talking to your brother: "That game was awesome!" FORMAL INFORMAL
3. Talking to your cousin: "See ya later!" FORMAL INFORMAL
4. Note to the principal: "Dear Principal Lee, may I ask a question?" FORMAL INFORMAL
5. Email to the librarian: "Hello, Ms. Chen. Could you help me find a book?" FORMAL INFORMAL
6. Text to your friend: "I'll be there soon!" FORMAL INFORMAL
7. Thank-you note to a guest speaker: "Thank you for visiting our class." FORMAL INFORMAL
8. Message to the school office: "Good morning. I am absent today." FORMAL INFORMAL

2 PROVE IT

Explain your thinking

Pick two items from Part 1. For each one, tell how you knew where it belonged.

ITEM # _____ **HOW I KNEW** _____

ITEM # _____ **HOW I KNEW** _____

3 MAKE YOUR OWN

One of each

Write one new example of FORMAL English and one new example of INFORMAL English.

FORMAL _____

INFORMAL _____

CHALLENGE

Change this text to formal English for your teacher: "Yep, I finished it."

ANSWER KEY

Talk It Out

GRADE 2 · L.2.3a

PART 1 · SORT

#	ITEM	CATEGORY	WHY
1	Text to your friend: "Wanna play after school?"	**INFORMAL**	It is a relaxed message to a friend and uses "wanna."
2	Talking to your brother: "That game was awesome!"	**INFORMAL**	It is relaxed talk with a family member.
3	Talking to your cousin: "See ya later!"	**INFORMAL**	It is relaxed talk with a family member and uses "see ya."
4	Note to the principal: "Dear Principal Lee, may I ask a question?"	**FORMAL**	It is a careful, polite note to the principal.
5	Email to the librarian: "Hello, Ms. Chen. Could you help me find a book?"	**FORMAL**	It is a polite request to the librarian.
6	Text to your friend: "I'll be there soon!"	**INFORMAL**	It is a casual message to a friend.
7	Thank-you note to a guest speaker: "Thank you for visiting our class."	**FORMAL**	It is a polite message for an adult guest speaker.
8	Message to the school office: "Good morning. I am absent today."	**FORMAL**	It is a careful message to the school office.

PART 2 · PROVE IT

Accept any explanation that names the deciding feature from the rule box for the chosen item.

PART 3 · MAKE YOUR OWN (SAMPLE ANSWERS)

- **FORMAL**: "Good afternoon, Mr. Ruiz. May I return this book tomorrow?"
- **INFORMAL**: "Hi, Maya! Let's build a fort."

Challenge: "Yes, I have finished the assignment, thank you."

Accept answers that match the audience and situation. In Part 2, students should name the audience or point to careful words, relaxed words, or a phrase such as "wanna" or "see ya."