

Talk It Out

Choose words that fit the situation.

4SL6 "Distinguish between contexts that call for formal English versus/or informal discourse; use formal English when appropriate to task and situation."

NAME _____

DATE _____

FORMAL ENGLISH

Use formal English when you speak or write to someone in an important school or public situation. Choose polite, complete words.

Dear Ms. Chen, could the office provide bus routes?

INFORMAL TALK

Use informal talk when you chat with friends or family. Casual words and shortcuts can fit these situations.

Sup, your new bike rocks!

1 SORT

8 items

Read each message and circle FORMAL or INFORMAL to show the kind of language it uses.

1. Hey, can we talk after class?

FORMAL

INFORMAL

2. That movie was awesome!

FORMAL

INFORMAL

3. Please accept my apology for arriving late.

FORMAL

INFORMAL

4. I am writing to ask for information about the library program.

FORMAL

INFORMAL

5. Thanks a bunch for helping me!

FORMAL

INFORMAL

6. Would you please send the permission form by Friday?

FORMAL

INFORMAL

7. Good afternoon. I appreciate your time.

FORMAL

INFORMAL

8. Gotta go, see you later!

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

Part 2: Choose two numbered items and explain which words helped you decide. Part 3: Write one new example of FORMAL English and one new example of INFORMAL talk.

FORMAL _____

INFORMAL _____

CHALLENGE

Rewrite this message in formal English for the principal: "Hey, I need the bus schedule ASAP." Then name two changes you made.

PART 1 • SORT

#	ITEM	CATEGORY	WHY
1	Hey, can we talk after class?	INFORMAL	Casual greeting and wording fit a conversation with a friend.
2	That movie was awesome!	INFORMAL	Awesome is casual language.
3	Please accept my apology for arriving late.	FORMAL	This is polite, complete language for an important situation.
4	I am writing to ask for information about the library program.	FORMAL	This is a complete, respectful request.
5	Thanks a bunch for helping me!	INFORMAL	Thanks a bunch is casual wording.
6	Would you please send the permission form by Friday?	FORMAL	This is a polite, specific request.
7	Good afternoon. I appreciate your time.	FORMAL	The greeting and wording are respectful and complete.
8	Gotta go, see you later!	INFORMAL	Gotta is a casual shortcut.

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:** "Could you tell me when the concert begins?"
- **INFORMAL:** "I can't wait for recess!"

Challenge: "Hello, I need the bus schedule as soon as possible." I changed "Hey" to "Hello" and "ASAP" to "as soon as possible."

Items 1, 2, 5, and 8 are INFORMAL. Items 3, 4, 6, and 7 are FORMAL. For Part 2, accept explanations that point to casual shortcuts or slang for informal language, and polite, complete wording for formal English.