# Message Match

Sort messages by how they sound.

**3.L.3.b** "Recognize and observe differences between formal and informal English."

NAME _____ DATE _____

**FORMAL ENGLISH**

Formal English sounds careful and polite. You might use it when writing to a leader or someone you do not know well.

Please accept my invitation to the science fair, Dr. Kim.

**INFORMAL ENGLISH**

Informal English sounds relaxed. You might use it with friends or family.

Whoa, this pizza is so yummy!

## 1 SORT

8 items

For Part 1, circle FORMAL or INFORMAL for each message; for Part 2, choose one message from each category and explain which words helped you decide.

| | | |
|---|---|---|
| **1.** | Yo, Nia! That skateboard trick was awesome! | FORMAL INFORMAL |
| **2.** | Dear Principal Chen, I request permission to start a garden club. | FORMAL INFORMAL |
| **3.** | To the library director: Please consider adding more mystery books. | FORMAL INFORMAL |
| **4.** | Hi, Dad! The puppy is way too cute! | FORMAL INFORMAL |
| **5.** | Dear Fire Chief Lopez, Thank you for visiting our class. | FORMAL INFORMAL |
| **6.** | To the contest judges: I respectfully disagree with the score. | FORMAL INFORMAL |
| **7.** | Hey, Max! That was a blast! | FORMAL INFORMAL |
| **8.** | Dear Council Member Reed, I am writing about the broken sidewalk. | 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 formal message to an adult at school and one new informal message to a friend. Use topics that are not in Part 1.

**FORMAL** _____

**INFORMAL** _____

**CHALLENGE**

Write a casual message inviting a friend to a picnic, then rewrite it as a formal invitation to an adult you do not know well.

**ANSWER KEY**

# Message Match

**GRADE 3 · 3.L.3.b**

## PART 1 · SORT

| # | ITEM | CATEGORY | WHY |
|---|---|---|---|
| 1 | Yo, Nia! That skateboard trick was awesome! | **INFORMAL** | The casual greeting and word choice sound like a message to a friend. |
| 2 | Dear Principal Chen, I request permission to start a garden club. | **FORMAL** | The message addresses a school leader by title and makes a careful request. |
| 3 | To the library director: Please consider adding more mystery books. | **FORMAL** | The message addresses a leader and uses polite request language. |
| 4 | Hi, Dad! The puppy is way too cute! | **INFORMAL** | The message addresses a family member and uses relaxed wording. |
| 5 | Dear Fire Chief Lopez, Thank you for visiting our class. | **FORMAL** | The message uses a respectful greeting and title. |
| 6 | To the contest judges: I respectfully disagree with the score. | **FORMAL** | The message addresses judges and states a disagreement politely. |
| 7 | Hey, Max! That was a blast! | **INFORMAL** | The greeting and expression sound relaxed and friendly. |
| 8 | Dear Council Member Reed, I am writing about the broken sidewalk. | **FORMAL** | The message uses a respectful greeting and title to address a leader. |

## 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**: Dear Nurse Patel, I would like to ask about the health fair.
- **INFORMAL**: Hi, Zoe! Your new bike is so cool!

**Challenge:** Friend: Hi, Lily! Come to my picnic on Saturday! Adult: Dear Mr. Singh, I would like to invite you to my picnic on Saturday.

For Part 2, a student might point to “Yo” in item 1 as a casual greeting and “Dear Principal” in item 2 as a respectful greeting and title. Accept other explanations that cite words from one item in each category.