Tone Match

Choose language that fits the situation and audience.

8.LU "The student will use the conventions of Standard English when speaking and writing, differentiating between contexts that call for formal English and situations where informal discourse is more appropriate. Grammar Construct simple..."

NAME _____ DATE _____

FORMAL ENGLISH

Use formal English for school, work, and other serious situations. Choose complete, respectful, standard language.

Reference volumes remain inside our library, according to librarian policy.

INFORMAL DISCOURSE

Use informal discourse when talking or messaging casually with people you know. Relaxed words, slang, and abbreviations may fit this audience.

Yikes, Jordan totally crushed that skate trick!

1 SORT

8 items

Read each statement and circle FORMAL or INFORMAL based on the language and likely audience.

1. I am writing to ask about the science fair schedule. FORMAL INFORMAL

2. Please accept my apology for arriving late. FORMAL INFORMAL

3. That movie was sooo funny! FORMAL INFORMAL

4. I'll text you after practice. FORMAL INFORMAL

5. OMG, I forgot my notebook. FORMAL INFORMAL

6. The committee will meet on Thursday at 3:00 p.m. FORMAL INFORMAL

7. Can we hang out this weekend? FORMAL INFORMAL

8. Thank you for considering my application. 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 example and one new INFORMAL example.

FORMAL _____

INFORMAL _____

CHALLENGE

Change this informal message into formal English: "Hey, can u tell me when the bus gets here?" Then name two changes you made.

ANSWER KEY # Tone Match

PART 1 · SORT

#	ITEM	CATEGORY	WHY
1	I am writing to ask about the science fair schedule.	**FORMAL**	This is a complete, respectful request appropriate for school.
2	Please accept my apology for arriving late.	**FORMAL**	This uses polite, professional wording.
3	That movie was sooo funny!	**INFORMAL**	The stretched spelling creates a casual tone.
4	I'll text you after practice.	**INFORMAL**	Texting a friend after practice is a casual situation.
5	OMG, I forgot my notebook.	**INFORMAL**	The abbreviation OMG is casual language.
6	The committee will meet on Thursday at 3:00 p.m.	**FORMAL**	This is a clear, standard announcement.
7	Can we hang out this weekend?	**INFORMAL**	Hang out is a casual phrase used with peers.
8	Thank you for considering my application.	**FORMAL**	This is respectful language for a serious purpose.

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**: Would you please explain the homework assignment?
- **INFORMAL**: I can't wait to see the game tonight!

Challenge: Could you please tell me when the bus will arrive? I changed "Hey" to "Could you please" and replaced "u" with "you."

For PROVE IT, accept explanations that point to features such as respectful wording, complete standard language, slang, abbreviations, or a casual phrase. Student examples may vary if the language clearly fits the assigned category.