

Test Your Writing Skills

Writing Informal and Formal Letters 1

We write **informal** letters to friends, family members and people that we know well, for example, a letter to an old school friend.

We write **formal** letters to people that we don't know well, for example, a letter to the local council to enquire about childcare facilities.

Say whether the following phrases come from informal or formal letters. Write either 'informal' or 'formal' next to each one:

1. Dear Mr. Williams _____
2. See you later _____
3. Yours sincerely, Alan Stewart _____
4. Hi, how's it going? _____
5. Lots of love, from Jermaine _____
6. Yours faithfully _____
7. Dear Madam _____
8. Dear Jeff _____
9. Take care _____
10. I look forward to hearing from you soon _____
11. Sorry I haven't written for a while _____
12. Please can you send me an application form? _____
13. Best wishes, from Tracey _____
14. Please say hi to Pardeep for me – thanks! _____
15. We are writing to inform you that... _____

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Answers:

- | | |
|---|-----------------|
| 1. Dear Mr. Williams | <i>formal</i> |
| 2. See you later | <i>informal</i> |
| 3. Yours sincerely, Alan Stewart | <i>formal</i> |
| 4. Hi, how's it going? | <i>informal</i> |
| 5. Lots of love, from Jermaine | <i>informal</i> |
| 6. Yours faithfully | <i>formal</i> |
| 7. Dear Madam | <i>formal</i> |
| 8. Dear Jeff | <i>informal</i> |
| 9. Take care | <i>informal</i> |
| 10. I look forward to hearing from you soon | <i>formal</i> |
| 11. Sorry I haven't written for a while | <i>informal</i> |
| 12. Please can you send me an application form? | <i>formal</i> |
| 13. Best wishes, from Tracey | <i>informal</i> |
| 14. Please say hi to Pardeep for me – thanks! | <i>informal</i> |
| 15. We are writing to inform you that... | <i>formal</i> |

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