Register: degrees of formality

VOCABULARY PRACTICE
PRE-INTERMEDIATE | A2-B1

Name: _____ Date: _____

1 Match each formal phrase with its informal equivalent.

1 I would like to ____	**a** Just letting you know
2 Could you please ____	**b** I want to
3 I am writing to inform you ____	**c** Can you
4 Thank you for your assistance ____	**d** Thanks for the help

2 Choose the more formal option for a work email.

1 Hi! / Dear Mr Smith,

2 I want a refund. / I would like to request a refund.

3 Thanks! / Thank you for your time.

4 See you! / I look forward to hearing from you.

5 That's fine. / That is acceptable.

6 Can't make it. / Unfortunately, I am unable to attend.

7 Sorry, my bad. / I apologise for the error.

8 Let me know. / Please inform me at your convenience.

3 Complete the sentences with the more appropriate formal or informal word from the box.

apologise | assistance | convenient | get | help | obtain | sorry | suitable

Formal email: I 1 _____ for the delay and would appreciate your
2 _____ in resolving this matter.
Text to a friend: 3 _____ about being late! Can you
4 _____ me a coffee?
Formal letter: Please let us know a 5 _____ time to meet.
Chat with friend: What time is 6 _____ for you?
Formal request: We would like to 7 _____ further information.
Casual chat: Can I 8 _____ more details?

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4 Match each situation with the more appropriate register.

1 a job application ____	**a** very informal
2 a text to a close friend ____	**b** formal
3 a wedding speech ____	**c** semi-formal
4 a chat with your sibling ____	**d** informal

5 Read the text. Write T (true) or F (false).

Two messages, one day

In the morning, Leo wrote a formal email to his manager: 'I am writing to request a day of leave next week.' That evening, he texted his friend: 'Hey, taking a day off next week, wanna hang out?' Both messages had the same basic meaning, but Leo used very different language for each situation.

1 Leo wrote a formal email in the morning. T / F

2 The email used casual language. T / F

3 The text message was to his manager. T / F

4 Both messages had the same basic meaning. T / F

5 Leo used identical language in both messages. T / F

6 The situations required different registers. T / F

6 Complete the sentences with the correct preposition (to, for, with, at).

1 I am writing _____ inform you.

2 Thank you _____ your help.

3 She spoke formally _____ her boss.

4 We look forward _____ hearing from you.

OVER TO YOU

Write two short 70-90 word messages about the same event — one formal (to a boss) and one informal (to a friend).

[ ] Use clearly different registers in each message. [ ] Use present tenses accurately. [ ] Keep both messages natural.

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ANSWER KEY

1 Formal/informal matches

1 b 2 c 3 a 4 d

2 Choose the more formal option

1 Dear Mr Smith, 2 I would like to request a refund. 3 Thank you for your time.
4 I look forward to hearing from you. 5 That is acceptable. 6 Unfortunately, I am unable to attend.
7 I apologise for the error. 8 Please inform me at your convenience.

3 Sentences

1 apologise 2 assistance 3 Sorry 4 get 5 suitable 6 convenient 7 obtain 8 get

4 Situation and register

1 b 2 a 3 c 4 d

5 Reading

1 T
2 F - it was formal.
3 F - it was to his friend.
4 T
5 F - he used different language.
6 T

6 Prepositions

1 to 2 for 3 with 4 to

Over to you

Answers will vary. Check clear organisation, accurate forms and contrasting register.