

# FORMAL AND INFORMAL PHRASES IN A LETTER

Match formal phrases 1-11 with informal phrases A-K:

FORMAL	
1	an issue
2	disturbed
3	contact
4	discuss (with somebody)
5	Dear Sir / Madam
6	take actions (regarding)
7	cause
8	ignore
9	(during) unsociable hours
10	Yours faithfully
11	inform (somebody)

INFORMAL	
A	Hello
B	tell (somebody)
C	a problem
D	(at) very late time
E	worried
F	speak (to somebody)
G	do not want to listen
H	get in touch (with)
I	do something (about)
J	make
K	Bye

## PLANNING A LETTER TO A CITY COUNCIL

You are unhappy with your neighbour because of the noise nuisance and want to ask your local City Council for help in solving this problem. What information would you include in the letter?

Use appropriate suggestions from the box to compose a plan of the letter.

1	2
	3
4	
5	
6	
7	
8	
9	
10	

- sender's address
- passport number
- signature
- what actions you took before
- NI number
- closure
- the nature of the problem
- date of birth
- recipient's address
- date
- nationality
- what you expect next
- greeting
- marital status
- the reason for writing
- previous address

## WRITING A DRAFT OF THE LETTER

Read the letter parts and order them according to the plan (write numbers 1-10 in the boxes).  
Can you find and correct any errors in spelling, punctuation or using capital letters?

*A. Mohammed*

hello ?

Mr Mohammed ali  
531 King Strit  
Longton  
Stoke-on-Trent  
ST3 1HD

Stoke-on-Trent Citi Council  
Civic Centre  
Glebe Street  
Stoke-on-Trent  
ST4 1Hh

Bye !

25 november 2011

I want to ask you to get in touch with my neighbour and do somesing about the noise He makes every night

I tried to speek to my neighbour about this problem, but he did not want to listen to me. then I asked my landlord to talk to my neighbour, but nothing changed?

I am riting to tell you about the problem I have got with my Neighbour because of the noise;

My neighbour watches TV every night and he always turns the volume up so that it is very noisy? He also listens to loud music all day and at very late time, too. my children get worried becose of the noise and we cannot sleep at night .

Can you write a final version of the letter placing all the parts in the correct order and replacing informal phrases with their formal equivalents? Make sure there are no errors in your letter!

# ANSWER SHEET

## Formal and informal phrases in a letter:

- (1) an issue – (c) a problem
- (2) disturbed – (e) worried
- (3) contact – (h) get in touch (with)
- (4) discuss (with somebody) – (f) speak (to somebody)
- (5) Dear Sir / Madam – (a) Hello
- (6) take actions (regarding) – (i) do something (about)
- (7) cause – (j) make
- (8) ignore – (g) do not want to listen
- (9) (during) unsociable hours – (d) (at) very late time
- (10) Yours faithfully – (k) Bye
- (11) inform (somebody) – (b) tell somebody

## Planning a letter to a City Council:

- 1 – recipient's address
- 2 - sender's address
- 3 – date
- 4 – greeting
- 5 – the reason for writing
- 6 - the nature of the problem
- 7 – what actions you took before
- 8 – what you expect next
- 9 – closure
- 10 – signature

## Writing a draft of the letter (20 errors and corrections):

- hello ? – (capital letter) Hello + (punctuation) , / nothing  
ali – (capital letter for surname) Ali  
Strit – (spelling) Street  
Citi – (spelling) City  
ST4 1Hh – (capital letter for post-code) ST4 1HH  
Bye ! – (punctuation) ,  
november – (capital letter for names of months) November  
somesing – (spelling) something  
He – (capital letter misused) he  
night – (end-of-sentence punctuation) night .  
speek – (spelling) speak  
then – (capital letter to punctuate a beginning of a sentence) Then  
changed ? – (punctuation: question mark misused) changed .  
riting – (spelling) writing  
Neighbour – (capital letter misused) neighbour  
noise ; - (end-of-sentence punctuation) noise .  
noisy ? – (punctuation: question mark misused) noisy .  
my – (capital letter to punctuate a beginning of a sentence) My  
becose – (spelling) because