

Letters and register - Formal, Semi-formal, Informal



Name:

Date:

Types of Register in Letter Writing

Formal Register

Used in professional, academic, or official communication. Language is polite, precise, and avoids contractions.

Example: "I am writing to apply for the position..."

Semi-Formal Register

Used when writing to someone you know but still want to show respect, like a teacher or colleague. It balances friendliness and professionalism.

Example: "I hope you're doing well. I'm writing to ask..."

Informal Register

Used in personal letters to friends or family. Language is casual, often includes contractions, idioms, or slang.

Example: "Hey! Just wanted to check in and see how you're doing."

Sort the letter elements into the 3 categories

Formal	Semi-Formal	Informal

Please find attached... · I look forward to your response. · Kind regards, · Dear Sir or Madam, · Thanks a bunch! · Can you send it over? · See you soon! · Dear Mr. Smith, · Could you please... · I would be grateful if you could... · I am writing to express my concern... · Hey there! · Thanks in

**advance for your help. · Talk to you later. · I hope you're doing well. · I'm writing to let you know...
· Yours faithfully, · Just wanted to say hi.**

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Which register do these scenarios require?

Select the correct answer

Invite a local business partner to a networking event

- formal semi-formal informal

Announce your wedding to family and close friends

- formal semi-formal informal

Congratulate your colleague on a promotion

- formal semi-formal informal

Send a thank you note to a family friend for a gift

- formal semi-formal informal

Request a meeting with a government official

- formal semi-formal informal

Apologize to a neighbor for loud noise during a party

- formal semi-formal informal

Invite your boss to a company picnic

- formal semi-formal informal

Share holiday plans with your extended family

- formal semi-formal informal

Request a refund from an online store

- formal semi-formal informal

Congratulate your friend on their graduation

- formal semi-formal informal

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Read the 3 letters, mark or note down the telling signs of the respective register, and answer the questions.

Letter 1: Formal

John Doe
123 Pet Street
Petville, TX 75001
October 15, 2023
Ms. Sarah Johnson
Director of Animal Services
Petville Animal Shelter
456 Animal Avenue
Petville, TX 75001

Dear Ms. Johnson,

I am writing to formally express my interest in collaborating with the Petville Animal Shelter on your upcoming community outreach program. As an advocate for responsible pet ownership and a member of Petville's local council, I believe our partnership could significantly enhance the welfare and adoption rates of animals within our community.

Our organization, Petville Advocates, has consistently worked towards creating awareness about pet care and responsible pet ownership. We would be delighted to provide educational workshops and resources as part of your program. Additionally, we can assist in organizing fundraising events to support the shelter's efforts in providing care and rehabilitation for the animals.

Please let us know if you are open to discussing this proposal further. We are enthusiastic about the prospect of working together to improve the lives of pets and their owners within Petville.

Thank you for considering this opportunity for collaboration. I look forward to your response.

Sincerely,

John Doe
Petville Advocates

Letter 2: Semi-formal

Emily Green
789 Cat Lane
Dogtown, TX 75002
October 15, 2023
Hi Lisa,

I hope this message finds you well. I am writing to let you know about the fantastic pet adoption event happening at Dogtown Park on October 21st, hosted by Dogtown Animal Rescue. Given your passion for animal welfare, I thought you might be interested in attending or even participating.

The event will feature various activities, including pet training workshops, veterinary consultations, and a raffle. It promises to be a great opportunity to meet like-minded individuals and potentially find a forever home for some lovely pets in need.

If you're available, it would be wonderful to attend together. Please let me know if you're interested, and we can arrange a time to meet up. Feel free to bring along any friends or family who might also be keen to participate.

Looking forward to your reply!

Best,
Emily

Letter 3: Informal

October 15, 2023

Hey Sam!

Guess what? I finally adopted a puppy! His name is Max, and he's the cutest little furball you can imagine. He's got those soulful eyes and a wagging tail that never seems to stop. I've been wanting a dog for ages, and it feels surreal to actually have him here at home.

Max loves playing fetch and has already chewed through a couple of my favorite shoes, but I can't stay mad at him. He's just too adorable. I think you guys will get along great, so you definitely need to come over and meet him soon!

By the way, I could use some tips on training him. You always had a knack for getting your dogs to behave, so any advice would be super helpful.

Let me know when you're free to swing by. Can't wait for you to meet Max!

Cheers,
Alex

Answer the questions

Why does 'Dear Ms. Johnson,' indicate a formal register?

Why does 'I hope this message finds you well.' reflect a semi-formal register?

Why does 'Hi Lisa,' suggest a semi-formal register?

Why does 'Hey Sam!' indicate an informal register?

Why does 'Cheers,' at the end of a letter indicate an informal register?

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Name:

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Write three letters about volunteering for a local animal shelter event: One to a friend One to the event organizer One to a colleague who might be interested