

## **MATCH THE INFORMAL SENTENCES WITH THEIR FORMAL EQUIVALENT**

	<b>INFORMAL</b>	<b>MORE FORMAL</b>
	1 - How's it going?	A - I was wondering what you would like to do this evening?
	2 - Good flight?	B - It was very nice, but I couldn't eat any more.
	3 - Haven't seen you for ages!	C - Are you comfortable using chopsticks? I'm sure he'll bring a knife and fork if you'd like.
	4 - What have you been up to?	D - I'll have a scotch with ice, thanks.
	5 - What do you fancy doing tonight?	E - It was really nice meeting you.
	6 - Don't know about you, but I'm absolutely dying for a drink / something to eat.	F - And how is Mrs Jenkins keeping?
	7 - Where do you want to go to eat?	G - Is there any particular restaurant you have in mind?
	8- Let's go to the Pyramids Cafe, in Soho.	H - There's rather a good cafe in Soho called, the Pyramids. Perhaps we might give that a try.
	9 - Let's jump in a cab.	I - Would you like a dessert?
	10 - I'll get this one – you can get the next one.	J - Have you been keeping well?
	11 - Sally OK?	K - I don't know what your plans are for the weekend,...but if you've got nothing on, we're going for a walk on Sunday, if you'd like to come.
	12 - What are you having?	L - Allow me to get this.
	13 - Mine's a scotch with ice, thanks.	M - How are you?
	14 - Let's order a couple of dishes each and kind of mix and match...	N - I wondered if you'd seen anything of Paul at all lately.
	15- You OK with chopsticks?	O - Would you like cheese and biscuits?
	16 - Put your money away. My treat!	P - Perhaps the best thing is if we order a selection of dishes and share them.
	17- How's yours?	Q - How's the steak?
	18 - Nice watch. Where did you get it?	R - If I may say, that's a really nice looking watch. Could I ask you where you bought it?
	19 - Cheese and bikkies?	S - You can leave your coat in the cloakroom, it you'd like.
	20 - Pud?	T - It's quite some time since we last met.
	21 - Fancy going for a walk at the weekend?	U - Let me find a taxi.
	22 - Seen anything of Paul?	V - I trust you had a good flight.
	23 - Stick your coat over there in the cloakroom.	W - What would you like to drink?
	24 - I'm stuffed. Couldn't eat another mouthful.	X - I wouldn't mind getting something to eat / drink, if that's OK with you.
	25 - Great seeing you.	Y - Let me get this. I insist.

## FORMAL AND INFORMAL LANGUAGE - rewriting exercise

### Situation:

*You have called a short meeting of colleagues to make a number of short announcements.*

*Look at your notes below and decide what you are going to say.*

(1) Introduce the meeting

1. Changes to remote log in system for the company computer network. From Monday staff use security number on plastic card (they were given this last week). Remind them to keep it with them. If they don't have the number they can't log on.
2. Parking problems over past week. Do not park cars in front of green gate to left of car park – it must be kept clear for deliveries.
3. Christmas arrangements: time of Christmas party changed from Tue 18<sup>th</sup> Dec – Thur 20<sup>th</sup> Dec. Starts at 8. Husbands, wives etc. encouraged to come.

*Rewrite the following neutral example in order for it to be appropriate for a formal business meeting.*

Hi everybody, and thanks for giving up your time to come. I know you're all very busy. There are a just a few things we need to discuss so I'll try not to take up too much of your time.

First of all, I'd like to tell you about the changes we've made to the remote log in system for the computer network. If you're logging in at home or away from the office, from Monday you'll need to key in your new security number – that's the one on the plastic card you should have been given this week. So do make sure you keep that card with you, otherwise you won't be able to log in.

Um, what else...?

Oh yes, there have been a few problems with parking over the last week so I'd like to ask you not to park your cars in front of the green gate on the left of the car park as this needs to be kept free for deliveries. I know it's sometimes difficult to find a place to park, but this gate really must be kept clear, so it would be appreciated if you could make sure you don't park there.

Finally, Christmas is almost upon us once again and so as usual there'll be a few celebrations here in the week coming up to Christmas. Most important, can I remind you that the Christmas party will now be on Thursday 20<sup>th</sup> December and not Tuesday the 18<sup>th</sup> as originally planned. We'll be starting at 8 o'clock and I hardly need say husbands, wives, girlfriends, boyfriends are of course, very welcome...necessary in fact!

I think that's it from me. Is there anything anyone would like to say? No? Right, thanks very much.