

Homework/Extension

Step 1: Recognising Formal and Informal Writing

National Curriculum Objectives:

English Year 6: (6G7.4) [Recognising vocabulary and structures that are appropriate for formal speech and writing, including subjunctive forms](#)

English Year 6: (6G7.2) [The difference between vocabulary typical of informal speech and vocabulary appropriate for formal speech and writing \[for example, find out – discover; ask for – request; go in – enter\]](#)

English Year 6: (6G7.3) [The difference between structures typical of informal speech and structures appropriate for formal speech and writing \[for example, the use of question tags: *He's your friend, isn't he?*, or the use of subjunctive forms such as *If I were* or *Were they to come* in some very formal writing and speech\]](#)

Differentiation:

Questions 1, 4 and 7 (Varied Fluency)

Developing Identify the intended audience by recognising formal and informal vocabulary in sentences with up to two clauses, featuring vocabulary predominantly from Y3/4 spelling expectations. Options provided for support.

Expected Identify the intended audience by recognising formal and informal vocabulary in multi-clause sentences, featuring vocabulary predominantly from Y5/6 spelling expectations. Options provided for support.

Greater Depth Identify the intended audience by recognising formal and informal vocabulary in sentences of varying length and structure, or paragraphs, using language which is colloquial or archaic and likely to be unfamiliar. It may prove useful for children to have access to dictionaries.

Questions 2, 5 and 8 (Varied Fluency)

Developing Identify the differences between two extracts. Includes formal and informal vocabulary in sentences with up to two clauses, featuring vocabulary predominantly from Y3/4 spelling expectations.

Expected Identify the differences between two extracts. Includes formal and informal vocabulary in multi-clause sentences, featuring vocabulary predominantly from Y5/6 spelling expectations.

Greater Depth Identify the differences between two extracts. Includes formal and informal vocabulary in sentences of varying length and structure, or paragraphs, using language which is colloquial or archaic and likely to be unfamiliar. It may prove useful for children to have access to dictionaries.

Questions 3, 6 and 9 (Application or Reasoning)

Developing Identify whether a sentence has correctly used a formal or informal tone. Includes formal and informal vocabulary in sentences with up to two clauses, featuring vocabulary predominantly from Y3/4 spelling expectations.

Expected Identify whether a sentence has correctly used a formal or informal tone. Includes formal and informal vocabulary in multi-clause sentences, featuring vocabulary predominantly from Y5/6 spelling expectations.

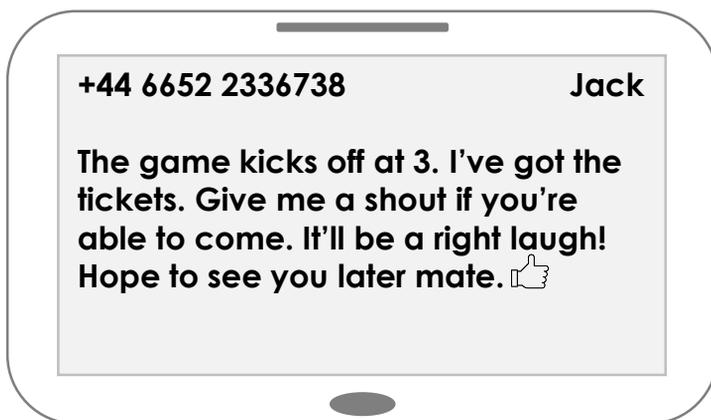
Greater Depth Identify whether a sentence has correctly used a formal or informal tone. Includes formal and informal vocabulary in sentences of varying length and structure, or paragraphs, using language which is colloquial or archaic and likely to be unfamiliar. It may prove useful for children to have access to dictionaries.

[More resources](#) from our Grammar, Punctuation and Spelling scheme of work.

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Recognising Formal and Informal Writing

1. Who do you think the extract below was written for? Circle the intended audience.



teacher

employer

solicitor

friend



VF
HW/Ext

2. List the differences between the two extracts below. Think about the genre, audience, purpose, structure and language used.

A. Dear Sir/Madam

I am writing to complain about the awful experience we suffered at your resort.

We chose your campsite as it was advertised as being a 5 star resort. We certainly didn't receive a 5 star experience.

Firstly, the temperature of the 'luxury' indoor pool was far too low.

B. Dear Gran,

What a nightmare!!! Worst holiday ever!!!! This campsite is shocking! The pool is freezing and full of gross plasters. The food in the restaurant has made us all barf! The games room is as dull as dishwater and the Wi-Fi doesn't even work!!

Glad you're not here xxx

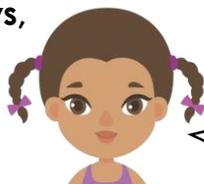


VF
HW/Ext

3. Mandi has written the sentence below.

A peculiar object has recently come into my possession. It was delivered by a gentleman on a bicycle.

She says,



I have written this sentence in a informal tone.

Is Mandi correct? Explain your answer.



AR
HW/Ext

Recognising Formal and Informal Writing

4. Who do you think the extract below was written for? Circle the intended audience.

I regret to inform you that I must resign my position as Head Girl with immediate effect. I acknowledge that my recent behaviour has caused much controversy and is unacceptable for a person in my position. I feel a more suitable individual should be selected to represent our students.

school friend

grandparent

headteacher

police



VF
HW/Ext

5. List the differences between the two extracts below. Think about the genre, audience, purpose, structure and language used.

A. Dear Diary,
What a day!!! I saw a wicked smash on my way to school this morning. This numpety was too busy faffing about with his hair in the mirror and he smashed straight into a taxi. The taxi driver was well angry and they started shoving each other about. It was so silly!!!

B. On the morning of Tuesday 22nd February, at approximately 8.30am, I was on my way to Barton Primary School.

I travelled on foot along Albert Road, and just as I approached the junction with Collie Close, I witnessed a green car being driven on the wrong side of the road. The driver appeared to be distracted.

At that moment, a black taxi emerged around the corner, travelling in a northerly direction.



VF
HW/Ext

6. James has written the sentence below.

According to me mate Steve, you've told everyone that it was me who bust the mirror in the school loo, even though I wasn't even there on Monday.

He says,



I have written this sentence in a formal tone.

Is James correct? Explain your answer.



AR
HW/Ext

Recognising Formal and Informal Writing

7. Who do you think is the intended audience of the extract below?

I wish to be considered for the position of Exceed Software Developer which you advertised recently. I believe I possess all, if not more, of the specific skills you require; please see my attached curriculum vitae for confirmation. I also have vast experience of utilising the aforementioned software and believe I can further enhance your current, extremely successful, operation.

I shall send contact details of my references forthwith and I await your response with eager anticipation.



VF
HW/Ext

8. List the differences between the two extracts below. Think about the genre, audience, purpose, structure and language used.

A. At approximately 2:15pm, the entire royal family were required to evacuate Buckingham Palace due to an unforeseen fire alarm.

It was necessary for senior members of the Royal family to exit the building via an external fire escape; a sight never before witnessed at the palace.

Our Royal correspondent, Gemima Jones, was at the scene to witness this remarkable event.

B. Seriously, if you wanna get a quick butchers at the royals, you need to get down here pronto!!!! The bloomin' fire alarm has only gone and gone off in the palace and the whole lot of them have had to shimmy down the fire escape!!! There's paparazzi all over the shop! What a palaver!!!



VF
HW/Ext

9. Oscar has written the sentence below.

What a joke! I've been completely bamboozled by these dodgy instructions all day and then me nipper swans in and throws the self-assembly cupboard together in 5 minutes flat – I wanna cry!

He says,



I have written this sentence in a formal tone.

Is Oscar correct? Explain your answer.



AR
HW/Ext

Homework/Extension

Recognising Formal and Informal Writing

Developing

1. friend

2. Various answers, for example:

Text A is a formal letter of complaint. It has been formally addressed and organised into paragraphs. It includes formal/specific language, for example: awful, complain, receive, experience, resort etc.

Text B is an informal message to a family member. It has been informally addressed and includes no paragraphs. Exclamation marks have been overused. It includes informal and exaggerated language, for example: nightmare, shocking, gross, barf, dull as dishwater etc.

3. Mandi is incorrect as her sentence has a formal tone. She has used formal language such as 'peculiar', 'possession', 'gentleman' and 'bicycle'.

Expected

4. headteacher

5. Various answers, for example:

Text A is a diary which is used to record private thoughts, feelings and personal experiences. As such, it is written in a casual, jovial manner and includes informal language, for example: wicked, numpty, faffing etc.

Text B is a factual report, possibly written for the police or insurance company. As such, it contains paragraphs, specific facts and formal language, for example: approximately, approached, witnessed, appeared, emerged etc.

6. James is incorrect as his sentence has an informal tone. He has used contracted words like 'you've' and 'wasn't'. He has also used informal language such as 'mate', 'bust' and 'loo'.

Greater Depth

7. potential employer

8. Various answers, for example:

Text A appears to be a news report intended to be read by the general public. The style is formal with the use of paragraphs and specific/formal language, for example: approximately, evacuate, unforeseen, via, external, witnessed, correspondent etc.

Text B is probably a quick message sent via a phone to a close friend or family member. The style is informal as there are no paragraphs included and there is an overuse of exclamation marks and sensational language. Contracted words, such as 'there's' are also included. Colloquial/slang language is present throughout the text, for example: wanna, quick butchers, pronto, bloomin', shimmy, palaver etc.

9. Oscar is incorrect as his sentence has an informal tone. He's used contracted words like 'I've' and included colloquial and archaic language such as 'bamboozled', 'dodgy', 'nipper', 'swans in' and 'wanna'.