


## Practice

## 1 Match 1 and 2 with A and B in each pair and decide if each statement is formal (F) or informal (I).

- 0 1 The accused was taken to court and  $\rightarrow$  A they've sent her to jail. *I*.....  
 2 She's been to court and  $\rightarrow$  B given a prison sentence. *F*.....
- 1 1 Do you think your workmates are A coming with us? .....
- 2 Do you know if your colleagues will be B going to come with us? .....
- 2 1 The performance will be A starting in a few minutes' time. ....  
 2 The show is B commencing in ten minutes. ....
- 3 1 Can you A lend us some money? .....
- 2 Would you be able to B offer us a loan? .....
- 4 1 We do not tolerate A impolite behaviour in this institution. ....  
 2 We won't put up with B bad behaviour in our house. ....

2 These sentences are all too formal for the situation. Make them informal by changing the underlined parts. Use the words in brackets.  5.23 Listen and check.

- 0 Sorry, Sue. I'm afraid I am unable to assist you with your project. I'm much too busy. (help)  
*Sorry, Sue. I can't help you with your project.*.....
- 1 The keys have been left under the doormat by my grandmother. ('s left)  
 .....
- 2 Dad, would it be possible for you to let me use the car tonight? (can)  
 .....
- 3 To win the competition is my greatest desire. (really like)  
 .....
- 4 OK, Jim. Your request will be considered and I'll let you know later. (think about)  
 .....
- 5 Come in. Remove your coat and relax here by the fire. (take)  
 .....

3 **GRAMMAR IN USE** This formal letter contains unsuitable informal language. Correct it with the words and phrases from the box.  5.24 Listen and check.

~~Dear~~ Thank you ~~submitting~~ regret to inform you ~~are~~ unable to offer ~~at~~ this time  
 it would be advisable ~~perform~~ cover versions of other artists' songs ~~every~~ success  
 returning Yours sincerely

## ABC RECORDS • 345 CRAWSHAW ST • LONDON W1

Dear

Hi Mr Sheldrake,

Thanks for sending in the CD of your group's music. My colleagues and I have listened to it carefully and I'm afraid that we can't give you a recording contract right now. We feel that it's a good idea to write your own material rather than copy other groups' stuff.

We wish you loads of luck with your future. We are sending back your CD with this letter.

Best wishes,

Allie Henshaw, ABC Records