

Application and Reasoning

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 (Reasoning)

Developing Explain why sentences, with up to two clauses featuring vocabulary predominantly from Y3/4 spelling list, are formal or informal, identifying specific words.

Expected Explain why multi-clause sentences, featuring vocabulary predominantly from Y5/6 spelling list, are formal or informal, identifying specific words.

Greater Depth Explain why sentences, of varying length and structure – featuring language which is colloquial or archaic and likely to be unfamiliar, are formal or informal, identifying specific words.

Questions 2, 5 and 8 (Application)

Developing Underline and correct formal or informal parts in sentences with up to two clauses featuring vocabulary predominantly from Y3/4 spelling list.

Expected Underline and correct formal or informal parts in multi-clause sentences featuring vocabulary predominantly from Y5/6 spelling list.

Greater Depth Underline and correct formal or informal parts in sentences of varying length and structure, using language which is colloquial or archaic and likely to be unfamiliar.

Questions 3, 6 and 9 (Reasoning)

Developing Recognise formal or informal language in sentences with up to two clauses featuring vocabulary predominantly from Y3/4 spelling list.

Expected Recognise formal or informal language in multi-clause sentences featuring vocabulary predominantly from Y5/6 spelling list.

Greater Depth Recognise formal or informal language in sentences of varying length and structure, using language which is colloquial or archaic and likely to be unfamiliar.

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

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Recognising Formal and Informal Writing

1a. Read the sentence below. Is it formal or informal?

We have visited the library on many occasions and we shall continue to do so.

Explain how you know.



R

Recognising Formal and Informal Writing

1b. Read the sentence below. Is it formal or informal?

I'm going on a school trip to the theme park next week which is really cool!

Explain how you know.



R

2a. Here is an extract of a letter to a friend. Underline the parts that you think are too formal.

Hi there, are you looking forward to your birthday? I may well be able to attend after all which is marvellous. Is there something you would like me to purchase for you as a gift?

Edit the extract by writing suggestions for the parts you have underlined.



A

2b. Here is an extract from a travel brochure. Underline the parts that you think are too informal.

The beach is lush and is pretty close to the hotel. The food's ok, but the rooms are ace! The pool is way too busy, but the reception desk is open all the time.

Edit the extract by writing suggestions for the parts you have underlined.



A

3a. Katie says that her mum's note is too informal to send to her teacher.

Hi Miss,
Katie isn't feeling
great today so
can she give P.E a
miss?
Ta,
Katie's mum

Do you agree? Explain how you know.



R

3b. Jacob says that Amelia's writing is too formal to apply for a job.

Dear Sir / Madam,
I am writing to enquire whether there are any vacancies in your office for someone to work three days a week. I look forward to hearing from you in the near future.
Yours sincerely,
Amelia Barker

Do you agree? Explain how you know.



R

Recognising Formal and Informal Writing

4a. Read the passage below. Is it formal or informal?

It is of vital importance that the individual to whom the vehicle belongs is the one to retrieve the keys, as a security measure to prevent theft.

Explain how you know.



R

Recognising Formal and Informal Writing

4b. Read the passage below. Is it formal or informal?

The inquisitive nature of the curious, young feline overwhelmed him, resulting in a tumble down the well.

Explain how you know.



R

5a. Here is an extract of a personal diary entry. Underline the parts that you think are too formal.

Had a superb time at Amy's party. The majority of us danced and played foolish games, while the others conversed politely. Can't wait for next week due to the school closing for the summer.

Edit the extract by writing suggestions for the parts you have underlined.



A

5b. Here is an extract of a school report. Underline the parts that you think are too informal.

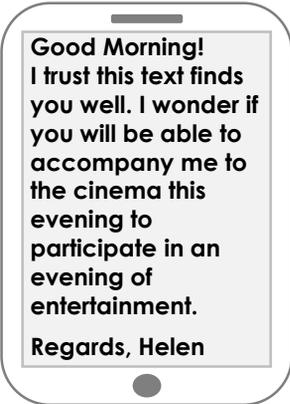
Jack is pretty good at most stuff in class. He can use his knowledge of maths to help with problem solving and is always dead chuffed when he is the first to find the answer.

Edit the extract by writing suggestions for the parts you have underlined.



A

6a. Doug says that Helen's writing is too formal to send to her friend.



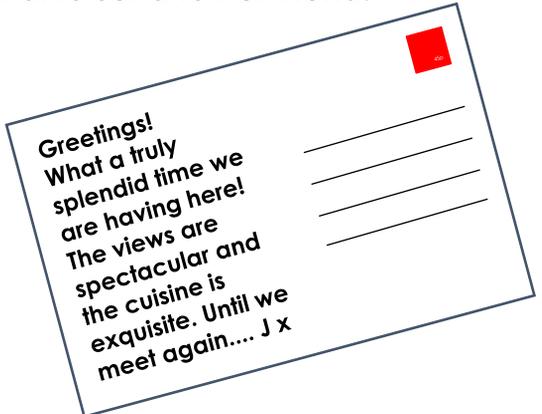
Good Morning!
I trust this text finds you well. I wonder if you will be able to accompany me to the cinema this evening to participate in an evening of entertainment.
Regards, Helen

Do you agree? Explain how you know.



R

6b. Oliver says that Jenny's writing is too formal to send to her friend.



Greetings!
What a truly splendid time we are having here!
The views are spectacular and the cuisine is exquisite. Until we meet again.... J x

Do you agree? Explain how you know.



R

Recognising Formal and Informal Writing

7a. Read the passage below. Is it formal or informal?

I'm gutted that I've had loads of aggro with my mouth lately, so I'm off to the dentist to get my gnashers seen to – it best not hurt!

Explain how you know.



R

Recognising Formal and Informal Writing

7b. Read the passage below. Is it formal or informal?

Come hither young maid; this goodly fellow will teach you your manners, for we cannot have you becoming a rascalion!

Explain how you know.



R

8a. Here is an extract of a recipe. Underline the parts that you think are too informal.

Method:

1. Mix the stuff together in the bowl – stir as fast as poss.
2. Pour the runny stuff into a pan, and don't forget to keep stirring, otherwise it'll burn and be done for.

Edit the extract by writing suggestions for the parts you have underlined.



A

8b. Here is a public notice. Underline the parts that you think are too informal.

Polite Notice

I'm gonna have to ask that you lot clear up your mess and think about other peeps that use this stuff too if you wanna continue being able to use the place – it looks like a proper shambles!

Edit the extract by writing suggestions for the parts you have underlined.



A

9a. Nigel says that Louise's writing is too formal for a note on the fridge.

Good morrow to you,
I beseech you recall our recent confabulation whereupon you agreed to cook this eventides banquet.
Most humble regards,
Mama

Do you agree? Explain how you know.



R

9b. Bruce says that Verity's writing is too informal for her report.

'...Polar bears are in a mighty bad way and things are looking shady for them. Global warming has stuck it to them bad and they'll be done for if things don't change. I reckon there won't be an Arctic in the future...'

Do you agree? Explain how you know.



R

Application and Reasoning Recognising Formal and Informal Writing

Developing

1a. I know that it is written in a formal tone because it uses formal language such as 'occasions' instead of 'times', 'visited' instead of 'been to' and 'continue' instead of 'carry on'.

2a. Various edited versions which include informal language, for example:

Hi there, are you excited for your birthday? I can come after all which is great. Is there something you would like me to buy for you as a present?

3a. Katie is correct as the note includes informal language and contractions such as: hi, ta, isn't and give P.E. a miss. An informal note would not be written to someone like Katie's teacher. As they are in a position of authority, we speak to them formally.

Expected

4a. I know that it is written in a formal tone because it uses formal language such as 'vital importance' instead of phrases like 'really important', 'vehicle' instead of 'car/van' and 'retrieve' instead of 'collect/get'.

5a. Various edited versions which include informal language, for example:

Had an awesome time at Amy's party! Most of us danced and played daft games, while the others chatted. Can't wait for the summer holidays next week.

6a. Doug is correct as the text message includes formal language such as: I trust this text finds you well, accompany, participate, entertainment, regards etc. which is not how we would speak to a friend.

Application and Reasoning Recognising Formal and Informal Writing

Developing

1b. I know that it is written in an informal tone because it uses informal language such as contractions (I'm), and 'trip' instead of words like 'excursion' and 'cool' instead of words like 'excellent'.

2b. Various edited versions which include formal language, for example: The beach is stunning and within close proximity to the hotel. The food is adequate, but the rooms are outstanding. The pool is popular, but the reception desk is open 24 hours.

3b. Jacob is incorrect as a job applications need to be formal. The letter has been addressed and signed off appropriately, and formal language such as: enquire and vacancies has been used.

Expected

4b. I know that it is written in a formal tone because it uses formal language such as 'inquisitive natures' instead of phrases like 'nosiness', 'young feline' instead of 'kitten' and 'resulting in a tumble down the well' instead of 'so he fell down the well'.

5b. Various edited versions which include formal language, for example:

Jack is competent in most areas of learning. He can apply his knowledge of maths to help with problem solving and is delighted when he is the first to find the solution.

6b. Oliver is correct as the postcard includes formal language such as: truly splendid, spectacular, cuisine, exquisite etc. which is not how we would speak to a friend.

Application and Reasoning Recognising Formal and Informal Writing

Greater Depth

7a. I know that it is written in an informal tone because it uses informal language such as 'gutted' instead of words such as 'aggrieved', 'aggro' instead of 'intense pain' and 'gnashers seen to' instead of 'teeth examined'.

8a. Various edited versions which include formal language, for example:

Method: 1. Mix the ingredients together in the bowl; stir rapidly.

2. Pour the batter into a pan and stir continuously to avoid burning.

9a. Nigel is correct as the note includes very formal, archaic language such as: morrow, beseech, confabulation, whereupon, eventide, banquet etc. which would not be used in a note.

Application and Reasoning Recognising Formal and Informal Writing

Greater Depth

7b. I know that it is written in a formal tone because it uses formal language such as 'hither' instead of words such as 'here', 'goodly fellow' instead of 'man/bloke/fella' and 'rascalion' instead of 'scamp'.

8b. Various edited versions which include formal language, for example: It is requested that individuals leave this space in an orderly fashion, and be considerate of other users of these facilities, should you wish to continue utilising them; the present condition is wholly unacceptable.

9b. Bruce is correct as the essay includes informal/slang vocabulary and contractions such as: a mighty bad way, shady, stuck it to them bad, done for, I reckon, they'll etc. which would not be used in an essay.