

Formal and informal expressions in letter writing

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Levels: intermediate

Aims: to practice formal and informal language in letter writing and be able to match the formal and informal synonyms together

Class Time: 20 minutes

Preparation Time: 5 minutes

Game Name: none

Resources: 'formal/informal expression cards'

Cost: free

Introductory blurb: in this activity, learners will practice the language they should use in formal and informal letter writing. Each students will receive a card with either formal or informal expression on it. Students have to stick the card on their clothes and start to find the synonym pair. Once the students find the correct pair, the students have to sit together. The students who first form a correct pair win the game.

Procedure:

1. The teacher distributes the 'formal/informal expression cards'.
2. Students stick the card on their clothes and start to find the correct synonym in the classroom.
3. Once they find the correct pair, the students have to sit together.

Options:

Teachers can also write down the formal/informal expression on the post-it.

| Formal/informal expression cards | |
|----------------------------------|------------------------------|
| Informal | Formal |
| Hi, | Dear Sir/Madam, |
| I'm sorry | I would like to apologise... |
| Bye, | Yours faithfully, |
| Write back to me | I look forward to your reply |
| ask | enquire |
| Can you.... | Would you mind |
| get back to | reply |
| Do you want... | Would you like... |