

FORMAL AND INFORMAL LANGUAGE

YEAR 4 ENGLISH: Grammar Worksheets

☀ Formal Language ☀

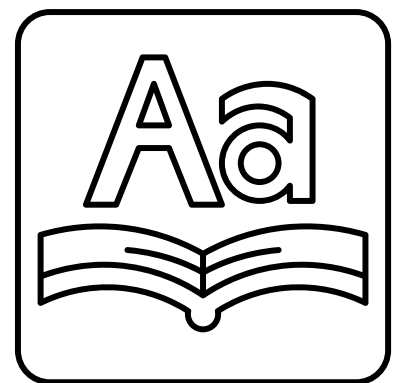
Formal language is used in serious or professional situations.

It's clear, polite, and complete. You'll use it when:

- Speaking to a teacher or principal
- Writing an assignment or letter
- Giving a speech or presentation

Examples:

- "Good morning, how may I help you?"
- "I am writing to request an extension on my homework."



Name: _____

Date: _____

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☀ Informal Language ☀

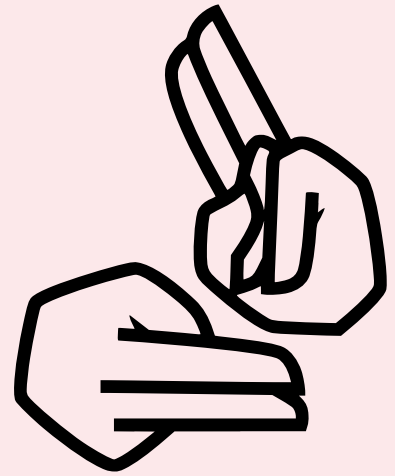
Informal language is used in casual or friendly conversations.

It may include:

- Slang or shortened words
- Contractions (like "I'm", "don't")
- A relaxed tone

You'll use it when:

- Talking with friends or family
- Sending a text message
- Chatting at school or home



Examples:

- "Hey! Wanna hang out later?"
- "I'm gonna be late, no big deal!"

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Date: _____

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SORT THE SENTENCES

Activity one: Read the sentences. Write F for formal or I for informal next to each.

- Can you please assist me with this task?

- G'day! Wanna hang out later? -----
- I would like to invite you to my birthday party. -----
- Hey, come over to my place! -----
- It is important to arrive on time. -----
- What's up? How's it going? -----

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Date: _____

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Activity 2: Rewrite the informal sentences to make them formal.

I'm gonna skip homework tonight.

→ _____

That's cool, dude!

→ _____

Give me that pencil!

→ _____

Can't come to school, feelin' sick.

→ _____

Name: _____

Date: _____

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WHEN SHOULD I USE IT?

Activity 3: Read each situation. Circle whether you should use formal or informal language.

Situation	Formal / Informal
Talking to your principal	Formal / Informal
Texting your best friend	Formal / Informal
Writing a letter to the mayor	Formal / Informal
Chatting at recess	Formal / Informal
Speaking during a school presentation	Formal / Informal

Name:

Date:

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WRITE A RESPONSE

Activity 4: Write a short message using the correct tone (formal or informal).

- You're inviting your friend to a movie. (Informal)

- You're writing to your teacher to explain why you were absent. (Formal)

Name:

Date:

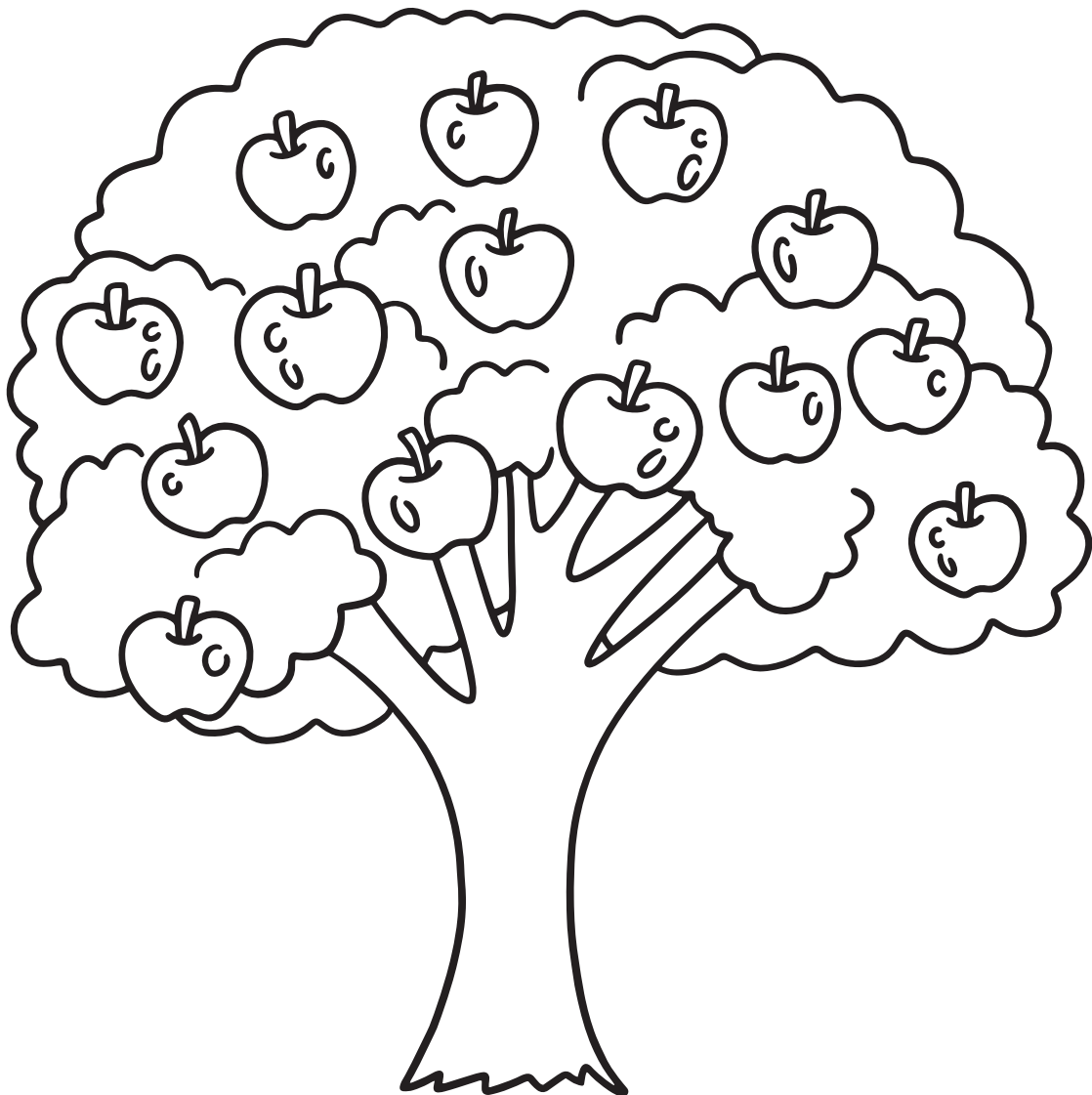
DIRECT AND INDIRECT SPEECH

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Activity five:

Colour the picture below!



Name: _____

Date: _____

ANSWERS

Name: _____

Date: _____

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Activity one: Sort the Sentences

1. Can you please assist me with this task? **F**
2. G'day! Wanna hang out later? **I**
3. I would like to invite you to my birthday party. **F**
4. Hey, come over to my place! **I**
5. It is important to arrive on time. **F**
6. What's up? How's it going? **I**

Activity two: Rewrite it! – Sample Answers:

1. **I am not going to complete my homework tonight.**
2. **That is great news!**
3. **Could you please pass me the pencil?**
4. **I am unable to attend school today because I am feeling unwell.**

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Date:

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Activity 4: Write a response



Informal Example – Inviting a Friend to a Movie

My Sample Message:

Hey Sam! Wanna go watch the new superhero movie on Saturday? We can grab popcorn too!

Formal Example – Explaining Absence to a Teacher

My Sample Message:

Dear Mrs. Lee,

I was absent from school yesterday because I was unwell. I have now recovered and will catch up on the work I missed.

Kind regards,

Alex Smith

Name:

Date: