

Formal and Informal Writing

Using **informal** and **formal** language styles, write out the following messages:

1. Tell someone they have won a prize and that they need to collect it by 5pm tomorrow.

INFORMAL

FORMAL

2. Explain to someone that they have **not** been given a job that they applied for.

INFORMAL

FORMAL

3. Invite someone to a party and ask them to bring cake.

INFORMAL

FORMAL
