

Worksheet 2: Formal and Informal Language

NAME:.....

**PART A: FORMAL & INFORMAL LANGUAGE**

1. Rewrite the following sentences in more informal language (trying to stay as close to the original as possible).

a) The current boss differs considerably from the previous one.

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b) The consensus in the office is that the new boss is relatively self-important.

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c) When Simon finished his tenure as manager, the office was elated.

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d) Few people were enamored with him; his words were often spiteful.

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e) It seems highly likely that senior management's indecision about a replacement will significantly lower office morale.

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2. Rewrite the following sentences in more formal language (again, trying to stay as close to the original as possible).

a) Dave's the best speaker in the world! He has a real way with words – actually, he can talk you into absolutely anything!

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b) It's no good trying to talk to Sandra – you can't get a word in edgewise!

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c) James was rubbish at his job – they were totally right to fire him!

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d) Good luck with the job hunt! We hope that something turns up soon.

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