

Formal writing **doesn't** use **exclamation marks**. **Question marks** can be used as long as the questions are **polite**.

Would you like some tea?

Informal writing can include **contractions**.

We'll see you there.

Some **very formal** writing uses the **subjunctive form**. This uses subject-verb pairs like '**I were**' and '**had I**'.

Had I known, I would not have gone.

Questions are often added to the end of **statements** in **informal writing**.

You'd like some tea, **wouldn't you?**

3 Draw lines to join each **informal** sentence with the matching **formal** one.

He's coming over later.

Do you think that is fair?

Did they have any cash?

He is coming over later.

That's not fair, is it?

Had they any money?

4 Write '**F**' next to the **formal** sentences and '**I**' next to the **informal** sentences. Then **rewrite** the **informal** sentences to make them **formal**.

Do you wish to dance? ☐

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She should've taken an umbrella. ☐

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We're meeting them at the park, aren't we? ☐

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Mrs Hudson received a present from her friend. ☐

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If I were to move abroad, I would live in Spain. ☐

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