



Writing for Your Audience

The **audience** of a piece of writing is the person or people who **read** it. You need to make sure that your writing is **suitable** for that audience.

Formal writing is used for **reports, essays** and **letters** to people you **don't know**.

Informal writing is used for writing where you **know** your audience, for example a **letter** to a **friend**.

You should use formal language in most of your writing.

1

Decide if each text would use formal or informal writing and draw a line to the correct ring.

A letter of complaint to a company.

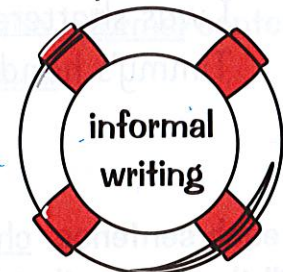
A postcard to your sister.

A report on rainforests.

An essay about ancient Egypt.

A note for your friend.

A text message to your mum.



2

Write 'F' next to the formal texts and 'I' next to the informal texts.

A note to the milkman asking for an extra pint of milk.

A letter to the Queen asking her to visit your school.

A letter to your teacher to apologise for being late.

An email to your auntie asking how her cat is.

A school report about the life cycle of a frog.

An email inviting your friends over for dinner.

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