Formal vs. Informal Phrasing

Many writing occasions call for a formal style. When using a formal style, certain words and phrases are more appropriate than others.

**FORMAL:** I am disturbed about your lack of response on this issue.

**INFORMAL:** I am worried that you haven’t answered me

**DIRECTIONS:** Match each of the informal words in the left column to its more appropriate formal word in the right column.

1. hello  A  an issue
2. tell (somebody)  B  disturbed
3. a problem  C  contact
4. at a very late time  D  discuss
5. worried  E  Dear Sir/Madam
6. speak (to somebody)  F  take actions (regarding)
7. do not want to listen  G  cause
8. get in touch (with)  H  ignore
9. do something about  I  during unsociable hours
10. make  J  yours faithfully
11. bye  K  inform (somebody)