

Formal and informal English

Below are two statements with similar meanings. One was for colleagues in the office, the other said to a friend. Which is which?

I consider that there are operational benefits from improved collaborative activities between the employees.

It will be better if all the staff work together more closely.

Imagine that your company wants to create a partnership with a company called Thompsons. How do you say more formally what you say to a friend here in the bubble?

If we can do a good deal with Thompsons, we're in business.

I accept that I am culpable and offer my apologies to everyone concerned.

Find a less formal way of expressing this apology.

Imagine you are Sue and that you know Janet quite well.

Instead of this letter write an email in a less formal style.

*The Firs
Taddenham Close
Nether Blosset
Worcestershire*

4th January 2006

Dear Janet

With the greatest pleasure we received your invitation to drinks on Sunday 3rd November. David and I will be delighted to attend.

We look forward in eager anticipation

Yours sincerely

Sue King

I
can't make
the meeting on
15th April, I'm
tied up all day. Can
we sort it for the
following week?
You're an angel.



Imagine you are the secretary pictured here.

Your boss, Ian Jones, has left that message on your phone.

Write an email to all the colleagues due to be at the meeting explaining that it needs to be rescheduled and asking for their available times.

To: Terry Collins
From: Peter Williams

Date: 16 Jan 06
Time: 0945

Hi Terry

Got your email late last night. Can do Monday
- let's meet at midday at the office.

I'll sort the presentation stuff with Gary
Marshall and he will give you a demo next
week before the Paris exhibition. Any idea
how many clients are likely to turn up there?

Talk soon
Pete

Rewrite this email in a more formal style.

It is possible to recognize what a person does by the language he or uses. In the examples below you can see that the language is quite formal, full of the longer ex-Latin words. One speaker is a **business consultant**, another an **academic**, the third a **policeman** and the fourth a **political activist**. Which is which?

Irrefutable evidence of post-imperial trauma is sufficient justification to validate sub-Marxist antagonism towards populist Western governments.

I was perambulating along the street when I apprehended the suspect in the process of negotiating an exit from the adjacent property. I accosted the suspect, and having enquired as to the nature of his business in the vicinity I requested that he accompany me to the station, which request he declined. At which juncture I was sufficiently motivated to detain him and proceed to a formal arrest.

Teams who collectively facilitate collaborative ventures in their applications demonstrate a priority business-case justification for increased budgetary income streams.

I anticipate that the annual results will again expose these unerring deficiencies and that the academic excellence of this college will remain subject to ridicule. This is deplorable.

What do the underlined words mean? Think of others to replace them.