

Name \_\_\_\_\_

Some words that are appropriate in casual conversation with close friends or family are not appropriate for formal writing.

**Informal:** The officials will keep their titles.

**Formal:** The officials will retain their titles.

The word *keep* is informal. *Retain* is a better choice for formal writing.

**DIRECTIONS:** Some of the sentences use formal writing and some do not. Find the informal sentences. Write **formal** or **informal** on each line. Circle the informal word or words and then rewrite those sentences in a formal style.

1. All signs indicate improvement in the coming year. \_\_\_\_\_

2. This book is about children's welfare and role during the Industrial Revolution. \_\_\_\_\_

3. Because she is so articulate, Ms. High represents our neighborhood on the town council. \_\_\_\_\_

4. The goal is to establish a formal procedure. \_\_\_\_\_

5. The students asked their principal to think about the changes they had proposed. \_\_\_\_\_

6. Marco has racked up a lot of detentions this year. \_\_\_\_\_

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## **ANSWERS**

1. formal
2. informal
3. formal
4. formal
5. informal
6. informal

Rewritten sentences will vary.