



Name _____ **Date** _____ **Period** _____

EXERCISE 1

State whether the sentence would be classified as either formal or informal. If informal, change it to formal.

Example:

Hi y'all!

informal; To Whom it May Concern:

1. I am pleased to inform you that you have won our grand prize.

2. I hope all is well with your new career choice.

3. I shouldn't have gone and missed with it!!

4. I can't help you with that cuz it's too hard.

5. Hi, how are you?

EXAMPLES

Informal	Formal
Hiya! WYD? HMU!	
	Hon. Senator Johnson, I am writing today to express my sincere opposition to the Healthy Pasta bill coming to a vote next week.
... C ya!	... Sincerely, Joanie Mitchell

