Formal and informal words 2

VOCABULARY PRACTICE

PRE-INTERMEDIATE | A2-B1

Name: _____ **Date:** _____

1 Match each everyday word with its more formal equivalent.

1 kids	____	a wealthy
2 job	____	b repair
3 home	____	c children
4 wrong	____	d inexpensive
5 cheap	____	e residence
6 rich	____	f occupation
7 sick	____	g incorrect
8 fix	____	h ill

2 Complete the neutral or formal expressions.

accommodation | children | incorrect | inexpensive | occupation | repair | residence | unwell

1 temporary _____

2 families with _____

3 an _____ answer

4 an _____ option

5 state your _____

6 _____ the equipment

7 a private _____

8 feel _____

3 Choose the expression that suits an official form or notice.

1 Number of *kids* / *children*: two.

2 Current *job* / *occupation*: engineer.

3 Permanent *home* / *residence*: Maribor.

4 The information is *wrong* / *incorrect*.

5 This is an *inexpensive* / *dirt-cheap* service.

6 The passenger became *sick* / *unwell*.

7 Engineers will *fix* / *repair* the lift.

8 The hotel provides *a place to stay* / *accommodation*.

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4 Complete the information notice with words from the box.

accommodation | children | incorrect | occupation | repair | residence | unwell | wealthy

The form asks for your main **1** _____ and permanent **2** _____. Please state how many **3** _____ will travel with you. If any information is **4** _____, correct it before signing. Temporary **5** _____ is available nearby. A technician will **6** _____ the heating tomorrow. Guests who feel **7** _____ should call reception. The service is available to all visitors, not only **8** _____ guests.

5 Read the text. Write T (true) or F (false).

Formal does not mean unfriendly

Some everyday words have neutral or formal alternatives. Children is usually more suitable than kids in an official form, while kids is natural in a relaxed conversation. A formal message can still be warm and clear. Writers should avoid slang when the reader may not understand it, but they do not need to replace every short word.

1 Kids is always better than children. T / F

2 Children suits an official form. T / F

3 Kids can sound natural in conversation. T / F

4 Formal messages must sound cold. T / F

5 Slang may confuse some readers. T / F

6 Every short word must be replaced. T / F

6 Rewrite using the more formal word in capitals.

1 The answer is wrong. **INCORRECT** _____

2 They will fix the machine. **REPAIR** _____

3 What is your job? **OCCUPATION** _____

4 She felt sick during the journey. **UNWELL** _____

OVER TO YOU

Write a **70-90 word** information notice for visitors to a school, hotel or public building.

[ ] Use at least eight neutral or formal words. [ ] Keep the instructions clear. [ ] Avoid slang.

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ANSWER KEY

1 Everyday and formal words

1 **c** 2 **f** 3 **e** 4 **g** 5 **d** 6 **a** 7 **h** 8 **b**

2 Neutral or formal expressions

1 **accommodation** 2 **children** 3 **incorrect** 4 **inexpensive** 5 **occupation** 6 **repair** 7 **residence** 8 **unwell**

3 Appropriate choices

1 **children** 2 **occupation** 3 **residence** 4 **incorrect**
5 **inexpensive** 6 **unwell** 7 **repair** 8 **accommodation**

4 Information notice

1 **occupation** 2 **residence** 3 **children** 4 **incorrect** 5 **accommodation** 6 **repair** 7 **unwell** 8 **wealthy**

5 Reading - suggested answers

1 **F** 2 **T** 3 **T** 4 **F** 5 **T** 6 **F**

6 Rewriting - possible answers

1 The answer is **incorrect**. 2 They will **repair** the machine. 3 What is your **occupation**? 4 She felt **unwell** during the journey.

Over to you: Answers will vary. Check clarity, audience and appropriate neutral-formal vocabulary.