

Date:



**Example:** "Hey! Just wanted to check in and see how you're doing."

Dear Sir or Madam, · Thanks in advance for your help. · I look forward to your response. · Talk to you later. · Dear Mr. Smith, · I am writing to express my concern... · Could you please... · Please find attached... · Just wanted to say hi. · Hey there! · I hope you're doing well. · Can you send it

over? · Thanks a bunch! · See you soon! · Yours faithfully, · Kind regards, · I'm writing to let you know... · I would be grateful if you could...

# Letters and register - Formal, Semi-formal, Informal



Name:

Date:

## Which register do these scenarios require?

### Select the correct answer

**Invite a local business partner to a networking event**

☐ formal ☐ semi-formal ☐ informal

**Announce your wedding to family and close friends**

☐ formal ☐ semi-formal ☐ informal

**Congratulate your colleague on a promotion**

☐ formal ☐ semi-formal ☐ informal

**Send a thank you note to a family friend for a gift**

☐ formal ☐ semi-formal ☐ informal

**Request a meeting with a government official**

☐ formal ☐ semi-formal ☐ informal

**Apologize to a neighbor for loud noise during a party**

☐ formal ☐ semi-formal ☐ informal

**Invite your boss to a company picnic**

☐ formal ☐ semi-formal ☐ informal

**Share holiday plans with your extended family**

☐ formal ☐ semi-formal ☐ informal

**Request a refund from an online store**

☐ formal ☐ semi-formal ☐ informal

**Congratulate your friend on their graduation**

☐ formal ☐ semi-formal ☐ informal

# Letters and register - Formal, Semi-formal, Informal



Name:

Date:

**Read the 3 letters, mark or note down the telling signs of the respective register, and answer the questions.**

## Letter 1: Formal

**John Doe**

**123 Pet Street**

**Petville, TX 75001**

**October 15, 2023**

**Ms. Sarah Johnson**

**Director of Animal Services**

**Petville Animal Shelter**

**456 Animal Avenue**

**Petville, TX 75001**

Dear Ms. Johnson,

I am writing to formally express my interest in collaborating with the Petville Animal Shelter on your upcoming community outreach program. As an advocate for responsible pet ownership and a member of Petville's local council, I believe our partnership could significantly enhance the welfare and adoption rates of animals within our community.

Our organization, Petville Advocates, has consistently worked towards creating awareness about pet care and responsible pet ownership. We would be delighted to provide educational workshops and resources as part of your program. Additionally, we can assist in organizing fundraising events to support the shelter's efforts in providing care and rehabilitation for the animals.

Please let us know if you are open to discussing this proposal further. We are enthusiastic about the prospect of working together to improve the lives of pets and their owners within Petville.

Thank you for considering this opportunity for collaboration. I look forward to your response.

Sincerely,

John Doe

Petville Advocates

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## Letter 2: Semi-formal

**Emily Green**

**789 Cat Lane**

**Dogtown, TX 75002**

**October 15, 2023**

Hi Lisa,

I hope this message finds you well. I am writing to let you know about the fantastic pet adoption event happening at Dogtown Park on October 21st, hosted by Dogtown Animal Rescue. Given your passion for animal welfare, I thought you might be interested in attending or even participating.

The event will feature various activities, including pet training workshops, veterinary consultations, and a raffle. It promises to be a great opportunity to meet like-minded individuals and potentially find a forever home for some lovely pets in need.

If you're available, it would be wonderful to attend together. Please let me know if you're interested, and we can arrange a time to meet up. Feel free to bring along any friends or family who might also be keen to participate.

Looking forward to your reply!

Best,  
Emily

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## Letter 3: Informal

**October 15, 2023**

Hey Sam!

Guess what? I finally adopted a puppy! His name is Max, and he's the cutest little furball you can imagine. He's got those soulful eyes and a wagging tail that never seems to stop. I've been wanting a dog for ages, and it feels surreal to actually have him here at home.

Max loves playing fetch and has already chewed through a couple of my favorite shoes, but I can't stay mad at him. He's just too adorable. I think you guys will get along great, so you definitely need to come over and meet him soon!

By the way, I could use some tips on training him. You always had a knack for getting your dogs to behave, so any advice would be super helpful.

Let me know when you're free to swing by. Can't wait for you to meet Max!

Cheers,  
Alex

### Answer the questions

Why does 'Dear Ms. Johnson,' indicate a formal register?

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Why does 'I hope this message finds you well.' reflect a semi-formal register?

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Why does 'Hi Lisa,' suggest a semi-formal register?

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Why does 'Hey Sam!' indicate an informal register?

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Why does 'Cheers,' at the end of a letter indicate an informal register?

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## Letters and register - Formal, Semi-formal, Informal



Name:

Date:

**Write three letters about volunteering for a local animal shelter event: One to a friend One to the event organizer One to a colleague who might be interested**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.