

Grade 6 English Language Arts
Week of December 14 – December 18

Lesson 3: Persuasive Letter – Make it Formal

Your relationship to the audience is important. Use casual language if you are talking to a good friend or family member that is close to your age. Look at this email message below written to a friend but in formal language:

Dear Ms. Blackfoot,

I am writing to you with regards to arranging a time to meet and partake in a movie. I am hopeful that tomorrow night at 7 p.m. would be a time that would work well for you. Please let me know at your earliest convenience.

Best wishes,

Formal A. Writer

For most people, emailing a friend using such formal language would be rare. But when you are communicating with a teacher, politician, newspaper editor, or another leader, you do need to use more formal writing.

When we speak and write, we should be aware of how formal or informal we are.



To get a closer look at the difference, watch this video: <https://youtu.be/sdDBY2-Wmis>

In informal language, people use slang, shortened forms of words, and text talk. Do not use this in formal settings, including school assignments. See the chart below for some examples of the differences.

<u>Informal- Formal</u>	LOL - That was very funny.	dunno - I don't know	yeah - yes
thx - thanks	my bad - I am sorry.	gonna - going to	nah - no
gotta - have to	way sucks - It's terrible.	wanna - want to	cuz - because

Attributes of Formal Writing

1. Does not use contractions (should not, cannot, did not)
2. Does not use slang or text language (Slang is not tolerated in academic papers. No LOL, RN, GTG)
3. Does use complex and longer sentences (This celebration dinner is an elegant event.)
4. Does use bigger and more complicated words (The selection of food is of the utmost quality and deliciousness.)

5. Does follow etiquette guidelines (Remembers to say please and thank you at all times.)
6. Sounds very polite, can feel distant (I am very glad you could make it to our dinner tonight. Please enter the house.)

When to use formal writing:

- At school
- At businesses
- In academic (school) work
- With adults and people in authority

Now complete the activity, Make it Formal.

3. Make It Formal

Directions: Change these informal passages to formal ones. They are both email messages for the student's teacher named Mr. Ulorta.

1. Hey,
Jus lettin' U know that I'm gonna go on vacation for a week, and I won't B doing work. I'll work SUPER hard when my fam gets back from Calgary.

2. Yo U,
Ummm....I totally lost a book from the scool library. So my bad. I looked like crazy for it, but can't find it. Do I gotta pay 4 it?