

Formal and Informal English Chart

Use the spaces to add your own examples.

APOLOGISING

FORMAL

I would just like to apologise for forgetting your birthday.

INFORMAL

I'm really sorry I forgot your birthday.

EXPLAINING

FORMAL

The first step would be to...

INFORMAL

What you need to do is...

EXPRESSING ENTHUSIASM

FORMAL

I would just like to say I think that is excellent news.

INFORMAL

I think that's fantastic news!

EXPRESSING PREFERENCES

FORMAL

I would rather visit...

INFORMAL

I'd really prefer to visit...

REQUESTING INFORMATION

FORMAL

I would really appreciate it if you could forward the train times to me.

INFORMAL

Can you send me the train times?

THANKING

FORMAL

I just want to express my sincere thanks for all you have done.

INFORMAL

Thanks a lot for everything you did for us.

SUGGESTING

FORMAL

I recommend going to a Spanish restaurant.

INFORMAL

You really must go to a Spanish restaurant.

