

Formal and informal language

Word match cards



ask	enquire
talk it through	negotiate
help	assist
it is about	it is regarding
Bye	Yours faithfully
need	require
cheers	thank you
don't	do not
buy	purchase
tell you	inform
sort out	organise/ arrange
kids	children
make better	improve
ugly	unsightly

Sample letters

For reference, to be used with the related PPT.



Name _____ Date _____

Informal / slang version

Hi,

Heard about the job, reckon I would be great at it! I've done that kind of work before, working in my local and fink pub work is buzzing. They even trusted me with the readies, like. I was a cleaner before that, but that was gross and I don't wanna do that again! Give us a chance, ring me on 01709 245 6789.

Cheers!

Sam

Formal version

Dear Sir/ Madam,

I am writing to express my interest in the bar person vacancy.

I have experience of working in a pub where I was responsible for handling money and operating the till. I enjoy working in a busy atmosphere, have great people skills, and can work under pressure. I have previously worked as a cleaner, and could apply this experience to keeping the bar in a good and hygienic condition.

I look forward to hearing from you. Please contact me on 01709 245 6789.

Yours faithfully

Sam Goodwin