



Ways of saying things

You should **change the way you say things** to suit the situation. Sometimes it's best to speak formally, at other times it's more appropriate to speak in a more informal way.

Have a go at filling in the gaps in the table below. The first one's been done for you. There are lots of ways of expressing these ideas, so there are no right or wrong answers.

Informal	Formal
Coffee please.	May I have a coffee please?
	Would you like anything else?
That's a rip-off.	
Great hat!	
	I'd like to introduce my mother.
	May I speak to the headteacher please?
Where's the way out?	
	I'm intending to visit my aunt in the near future.
Why not?	
	I'm hoping to complete my course in the summer.

Compare your suggestions with a friend's. Are they similar? In what way are they different?