

Recognising formal and informal situations

Have a look at these two examples of making a **request**:

Can I borrow your jacket?

Example 1

Discuss with a friend - is the speaker talking to someone close or distant? Who might it be? What is the situation? Is it at all awkward or difficult? Is the language formal or informal?

Would you mind if I gave your name as a referee?

Example 2

Discuss with a friend - is the speaker talking to someone close or distant? Who might it be? What is the situation? Is it at all awkward or difficult? Is the language formal or informal?

Now think about the **situations and relationships** represented in the table below. Decide on the speaker and the situation, and think of a suitably formal or informal expression for the occasion. There are no right or wrong answers. Talk with a friend to see if they agree with your suggestions.

Situation	Speakers - close or distant?	Situation - easy or difficult?	What could you say?
Asking for information about GP surgery hours.			
Inviting a colleague to a meeting.			
Arranging a night out with a friend.			
Phoning to change an appointment with your child's school.			
Checking what time your teenage daughter is coming home tonight.			