**Hama Lakhdar University of Eloued**

**Faculty of Arts and Foreign Languages**

**Department of English**

**Teacher: Mega Afaf**

**Subject: Oral Expression.**

**Level: Second Year- First Semester.**

**Course No: 03.**

**Use of Formal and Informal Styles in Spoken English**

Here are three sentences that share the same basic meaning but express three levels of formaliy:

1. Could I disturb you for a minute? ( Formal: politeness, respect, distance, long and more complicated sentences).
2. Can I ask you something? ( Neutral structure, safe: used in any situation, short and simple sentences).
3. You got a sec? ( familiar: people are familiar with each other).

**Practice01**

1. I was wondering if you could make yourself available on Wednesday to provide more detailed guidance on these matters.
2. Do you have time on Wednesday to help us with these problems?
3. You got some free time on Wednesday to talk about this.

**Full/short Forms**

1. Will you be joining us? ( formal- full form).
2. Are you coming? (Neutral).
3. You coming? ( informal).

**Practice 02**

1. Do you have any suggestion?
2. Have you got any ideas?
3. Any ideas?

**Vocabulary**: It is also crucial in making the difference:

1. We need to **verify** the data before we **proceed**. ( formal-very precise).
2. We need to **check** the data before we **carry on**. ( ( simpler, more common words).
3. We need to **check everything** before we **carry on** ( informal, simple, common vocabulary, general words, neutral, meaning understood from the context).

**Practice 03**

1. You are required to collect your belongings and vacate the premises.
2. You need to take your personal possessions and leave the building.
3. You need to get your staff together and get out.

**Direct/ Indirect**

1. Lessons need to be learnt from the mistakes which were made. ( Formal, passive, few personal pronouns, impersonal, more indirect).
2. I hope you can learn from where you went wrong. ( Neutral, more direct, personal).
3. You made a mess of this and you need to do better. ( informal, in the middle).

**Practice 04**

1. We won’t be able to do anything until we deal with these issues.
2. We won’t be able to get anywhere until you sort this out.
3. It may be difficult to make progress until these matters are resolved.