

BEST ENGLISH HACKS – FORMAL ENGLISH



Arbetsblad

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Upphovsrätten till innehållet i det här arbetsbladet tillkommer UR, om inte något annat särskilt anges. Arbetsbladet får endast kopieras, distribueras digitalt och visas i undervisningssammanhang.

Vocabulary

Read these words and phrases before you watch the episode. Keep them close at hand as you watch the episode so you can look up words if needed.

context	sammanhang
formal situations	formella situationer
improve	förbättra
job interview	jobbintervju
covered	täckt
judge the temperature of the room	känna av stämningen i rummet
filler words	fyllnadsord
suitable	passande
you get my point	du fattar
politely	artigt
hypothetical	hypotetiskt (förmodat)
abbreviation	förkortning
address correctly	tilltala på rätt sätt
reach that level	nå den nivå
common	vanlig
letter	brev
concluding	avslutande
best regards	vänliga hälsningar
sincerely	vänliga hälsningar
floss	använda tandtråd

Discuss: What did you learn from this episode?

Talk about the episode in pairs for two minutes. Feel free to use the vocabulary list to help you remember.

- What did you already know?
- What was new to you?
- Was there something you didn't understand?

Discuss what you have learnt from the episode with your class.

EXERCISE: Take away the words you don't need – clean up your language

Circle the unnecessary words in these sentences.

1. When I was like going to the mall yesterday, then I like saw my brother with a new girl.
2. There is no polite way of, you know, swearing at a person.
3. I just love French. It's like totally awesome, you know.
4. My mother has like ten cats.
5. I was like on my way to school and I totally saw some strange creature in the forest or something.

EXERCISE: Slang

Instead of awesome, dope, fire, good, great and excellent...

- a. Find formal words to replace these slang words. Work with a friend and find help online if needed.
- b. Try to write a sentence using as many words from the list as possible.

bloke	
cuppa	
fiver	
cracking	
nosh	
nick	
peng	
wicked	

EXERCISE: How to ask politely

Rewrite these sentences so they become polite.

I would like some tea

I want a glass of water

Mr. Smith, gimme the paper

Hand me the bag

Where's the loo?

The controller! Now!

Shut up!

Got more time and feeling creative?

Write a formal email

A formal email is something you write to perhaps your boss or a person that you haven't met before. Here is a list of things to include in your email, in this order:

- First, write the subject of your email. (This goes in the subject line in a real email.)
- Write a greeting to the reader.
- Write the body of your message. You should have a clear purpose.
- Write a closing to end the message (e.g., Sincerely/Respectfully/Best wishes...)

Examples of emails you could write:

- An email to your teacher, asking them to show you more videos from UR.
- An email to your imaginary boss, asking for time off.
- An email to your rich aunt, whom you haven't seen since you were five years old, asking for money.

KEY

EXERCISE: Take away the words you don't need – clean up your language

When I was like going to the mall yesterday, then I like saw my brother with a new girl.

There is no polite way of, you know, swearing at a person.

I just love French. It's like totally awesome, you know.

My mother has like ten cats.

I was like on my way to school and I totally saw some strange creature in the forest or something.

EXERCISE: Slang

<i>Bloke</i>	<i>Man</i>
<i>Cuppa</i>	<i>Cup</i>
<i>Fiver</i>	<i>Five pounds</i>
<i>Cracking</i>	<i>Excellent, fantastic</i>
<i>Nosh</i>	<i>Food</i>
<i>Nick</i>	<i>Steal, prison</i>
<i>Peng</i>	<i>Attractive</i>
<i>Wicked</i>	<i>Perfect, excellent, very</i>

EXERCISE: How to ask politely

These are examples of how to ask politely. There are more ways that are correct.

- *I would like some tea, please.*
- *I would like a glass of water, please.*
- *Mr. Smith, could I get the paper, please?*
- *Would you hand me the bag, please?*
- *Excuse me, where can I find the toilet, please?*
- *Could you pass me the controller, please? And could you do it now, please? I'm rather in a hurry.*
- *Could you please be silent?*