

## Answer Sheet: Formal Language

Which is more formal?

**Q1 - If I \_\_\_\_ you.....**

- was  
 were

**Q2 - I would be grateful if you \_\_\_\_ send me the cheque without further delay.**

- would  
 could

**Q3 - I am available for interview \_\_\_\_.**

- at any time  
 at your convenience

**Q4 - I look forward to an answer \_\_\_\_.**

- soon  
 as soon as possible  
 at your earliest convenience  
 ASAP

**Q5 - \_\_\_\_, I look forward to hearing from you.**

- Thanks  
 Thank you  
 Thanking you in advance

**Q6 - Dear \_\_\_\_,**

- Dear Mr John  
 Dear Mr John Jacobs  
 Dear Mr Jacobs

**Q7 - It is \_\_\_\_ good.**



**very**



**really**

**Q8 - \_\_\_\_ we forget.**



**Lest**



**In case**