

Name: \_\_\_\_\_

**Instructions:**

Choose **one option from the list of formal situations** and **one option from the list of informal situations**, then complete the chart to show the difference in the communication that would occur in the two situations.

Formal situations:

- dentist appointment
- job interview
- writing a letter of complaint
- designing a poster for a public display

Informal situations:

- at home with your family
- phoning a friend
- e-mailing a friend
- designing a poster for your room

	FORMAL	INFORMAL
<b><u>Name</u></b> of the situation you picked (from the list above)		
<b><u>Purpose</u></b> of the situation you picked		
<b><u>Audience</u></b> for the situation you picked		
<b><u>Format</u></b> for the situation you picked		
<b><u>What I Might Say</u></b> (give your answers for both formal and informal situations)		
What do you think is the most important thing to keep in mind when communicating in formal situations?		