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** |
| **Name** of the situation you picked (from the list above) |  |  |
| **Purpose** of the situation you picked |  |  |
| **Audience** for the situation you picked |  |  |
| **Format** for the situation you picked |  |  |
| **What I Might Say** (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? |  | |