

Casual vs Formal Communication Style

Read each of the phrases and sort them based on what tone you think the communication style is portraying.

Casual Tone	Formal Tone



Cut and sort the facts into the correct columns.

Hey, I'm not coming in today,
not feeling great.

Good morning, this is Sam. I am feeling
unwell and will not be able to come in
today. Please let me know if you need
any additional information.

Hey, I overslept. I'll be there
when I get there.

Hello, this is Sam. I apologize,
but I am running a few minutes
late. I should arrive by 4 pm.

Hey, I'm gonna need next
Friday off, cool?

Hello, I wanted to request Friday
off. Is there a process I should
follow for time-off requests?

Hey, I wanna apply for that job.
When can I come in?

Hello, my name is Sam. I am following
up about the vet tech interview you left a
message about.

Yo, can you take my shift this Saturday?

Hey Charlie, I wanted to check if you're
available to cover my shift on Saturday.
Let me know if that works for you!

Wanna grab some food later?

Hey Danni, would you like to get
lunch together today?

Hey, do I work tomorrow?

Hello, I wanted to confirm my schedule for tomorrow. Could you let me know my start time?

Hey, did you guys look at my job app yet?

Hello, my name is Micah. I recently applied for the IT position and wanted to follow up on the status of my application.

Yeah, sure, I'll do whatever, I guess.

Of course, I'll take care of that right away!