

Format and structure

L1 Formative assessment quiz

Question 1: The purpose of subheadings

What is the purpose of a subheading in a text? Tick (✓) **one** correct answer. (1)

- (a) To use different fonts
- (b) To guide the reader through a text
- (c) To make the text look better
- (d) To repeat the heading

Question 2: Features and effect on audience

Which feature is **not** designed to engage the reader? Tick (✓) **one** correct answer. (1)

- (a) Direct address
- (b) Dialogue
- (c) Salutation or greeting
- (d) Quotation

Question 3: Features and their functions

Draw lines to match the text feature on the left with the correct function on the right. (4)

Paragraph
Picture
Heading
Subheading

Tells you the name of the writer
Adds to or supports the main theme of the text
Helps the reader find information
Shows the end of the text
Starts a new idea or thought
Gives a title to the text

Question 4: Formal or informal?

Tick (✓) **one** column in **each** row to show whether each sentence is formal or informal. (4)

Sentence	Formal	Informal
I am delighted to accept the position of administrator.		
I'm really glad you want the job.		
You are cordially invited to our wedding.		
Do you wanna come to our wedding?		

Question 5: Formal and informal text types

Tick (✓) **one** column in **each** row to show which of these text types normally uses formal language, informal language or both. (6)

	Formal	Informal	Both
A letter offering you a job			
A shopping list			
An information leaflet			
An email			
A text from a friend			
An opinion piece in a newspaper			

Question 6: Using the right tone

Choose the correct words to complete the sentences in the appropriate formal or informal tone. For each sentence, circle the correct word(s) to use from the options in **bold**. (4)

- (a) Good afternoon to all our new students. You are **gonna** / **going to** really enjoy today's lecture.
- (b) **Hi there** / **Dear madam**, I just thought I'd drop you a quick email to say hello.
- (c) I am unable to **attend** / **turn up to** the interview tomorrow as I have another appointment.
- (d) **Can't** / **Cannot** wait to see you. It's been too long! xx