Registro formal e informal – Test 1

Nombre: Clase: Fecha: Puntuación: / 30

Haz este examen en línea y comprueba tus respuestas al instante

Elige la opción correcta (A, B, C o D) en cada pregunta.

Parte 1: Elegir vocabulario formal

Cada frase procede de un texto formal. Elige la palabra o expresión que mejor completa el hueco en un registro formal.

1. The company intends to _____ 200 new staff over the next financial year.
   A take on **B** rope in **C** recruit **D** get hold of

2. We regret to inform you that your application has been _____.
   A knocked back **B** declined **C** binned **D** given the elbow

3. Visitors are kindly requested to _____ from smoking anywhere in the building.
   A stop **B** quit **C** lay off **D** refrain

4. The new regulations will _____ on 1 March.
   A come into effect **B** kick in **C** get going **D** start up

5. Should you _____ any further assistance, please do not hesitate to contact us.
   A fancy **B** be after **C** require **D** be needing

6. The results of the study _____ that further research is needed.
   A go to show **B** indicate **C** sort of show **D** point out

7. The scheme provides free school meals for _____ from low-income families.
   A kids **B** little ones **C** nippers **D** children

8. Ticket holders are _____ to arrive thirty minutes before the performance begins.
   A advised **B** told off **C** reckoned **D** got

9. Full payment must be made _____ to the start of the course.
   A ahead **B** previous **C** prior **D** earlier

10. Unfortunately, the hotel was unable to _____ our request for a later check-out.
    A sort **B** fix up **C** wangle **D** accommodate

Parte 2: Reconocer y usar el registro

Elige la opción que mejor responde a cada pregunta sobre el lenguaje formal e informal.

11. Which message would be most natural in a text to a close friend?
    A I'm afraid I am unable to attend this evening.
    B Sorry, can't make it tonight!
    C I regret that I shall not be present this evening.
    D Please accept my apologies for my absence tonight.

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12. Which phrase is closest in meaning to 'ascertain' in this sentence? 'We need to ascertain whether the figures are accurate.'
A make sure **B** find out **C** figure in **D** give out

13. Which word is too informal for an academic essay? 'The data suggest that the policy had a pretty significant impact on employment rates.'
A data **B** suggest **C** pretty **D** impact

14. Which part of this email is inappropriate for its register? 'Dear Mr Lindqvist, Further to our conversation, I am enclosing the documents you requested. Cheers, Amira'
A Further to **B** enclosing **C** requested **D** Cheers

15. Which informal phrasal verb has the same meaning as the formal verb in this sentence? 'The police are investigating the incident.'
A looking after **B** looking into **C** looking up to **D** looking over

16. Which sentence would be most appropriate in a formal letter of complaint?
A I wish to express my dissatisfaction with the service I received.
B I'm totally fed up with your rubbish service.
C Your service really gets on my nerves.
D Honestly, the service was a bit of a joke.

17. 'Can you give me a heads-up if the meeting is moved?' In this sentence, 'a heads-up' means:
A a promotion **B** a compliment
C advance warning **D** a reminder afterwards

18. 'I'm totally snowed under at the moment.' Which formal sentence has the same meaning?
A I am feeling rather unwell at present.
B I am currently unavailable due to the weather.
C I am somewhat confused at present.
D I have an exceptionally heavy workload at present.

19. A colleague you are friendly with asks: 'Fancy grabbing a bite after work?' Which reply is most natural?
A I should be delighted to accept your kind invitation.
B Your proposal is hereby accepted.
C Yeah, sounds good!
D I acknowledge receipt of your request.

20. A _____ number of participants withdrew from the study before it was completed.
A considerable **B** whopping **C** hefty **D** ton of

Parte 3: Correspondencia formal – colocaciones y familias de palabras

Lee el correo electrónico y elige la mejor opción para cada hueco numerado (21-30).

Dear Dr Haddad,

Thank you for registering for the International Conference on Urban Sustainability. We are writing to (21) ___ receipt of your registration and payment.

Please find (22) ___ the provisional programme. We would be grateful if you could (23) ___ your attendance at the welcome reception by 15 May. (24) ___ to the high level of interest, places at the evening workshops are limited and will be allocated on a first-come, first-served basis.

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Delegates who require (25) ___ are advised to book directly with one of our partner hotels, details of which are available on the conference website. Please note that the organisers cannot accept (26) ___ for the loss of personal belongings during the event.

Should you have any dietary requirements or accessibility needs, kindly (27) ___ the registration team at your earliest (28) ___. We will make every effort to (29) ___ your needs.

We look forward to welcoming you in June.

Yours (30) ___,

Elena Moreau

Conference Coordinator

21. (21) We are writing to _____ receipt of your registration and payment.
A admit **B** acknowledge **C** accept **D** recognise

22. (22) Please find _____ the provisional programme.
A affixed **B** adhered **C** attached **D** joined

23. (23) We would be grateful if you could _____ your attendance at the welcome reception by 15 May.
A confirm **B** assure **C** ensure **D** affirm

24. (24) _____ to the high level of interest, places at the evening workshops are limited.
A Because **B** Since **C** Resulting **D** Owing

25. (25) Delegates who require _____ are advised to book directly with one of our partner hotels.
A accommodating **B** accommodation **C** accommodate **D** accommodated

26. (26) Please note that the organisers cannot accept _____ for the loss of personal belongings.
A responsible **B** responsiveness **C** responsibly **D** responsibility

27. (27) Kindly _____ the registration team at your earliest convenience.
A contact with **B** get in touch **C** contact **D** reach out

28. (28) Kindly contact the registration team at your earliest _____.
A convenience **B** convenient **C** conveniently **D** convene

29. (29) We will make every effort to _____ your needs.
A reach **B** meet **C** do **D** make

30. (30) Yours _____, (letter to Dr Haddad)
A faithfully **B** regards **C** sincerely **D** best

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Soluciones – Registro formal e informal – Test 1

1 C	2 B	3 D	4 A	5 C	6 B	7 D	8 A	9 C	10 D
11 B	12 B	13 C	14 D	15 B	16 A	17 C	18 D	19 C	20 A
21 B	22 C	23 A	24 D	25 B	26 D	27 C	28 A	29 B	30 C

Explicaciones

1. **C** – 'Recruit' es el verbo formal para contratar personal; las demás opciones son informales o coloquiales.
2. **B** – 'Declined' es la palabra formal habitual para rechazar una solicitud; las demás son argot.
3. **D** – 'Refrain from' es la colocación formal; 'stop' y 'quit' no van seguidos de 'from' con este sentido, y 'lay off' es informal.
4. **A** – 'Come into effect' es la expresión formal para indicar que una ley o norma empieza a aplicarse; 'kick in' es informal.
5. **C** – 'Require' encaja en la condicional formal con inversión; 'fancy' y 'be after' son coloquiales, y 'be needing' no resulta natural aquí.
6. **B** – 'Indicate' es el verbo formal preciso para expresar lo que muestran los datos; 'point out' se usa con personas, no con resultados.
7. **D** – 'Children' es la palabra neutra y formal; las demás opciones son informales.
8. **A** – 'Are advised to' es la forma formal de hacer una recomendación en avisos oficiales.
9. **C** – 'Prior to' es el equivalente formal de 'before'; las demás palabras no se combinan así con 'to'.
10. **D** – 'Accommodate a request' es la colocación formal que significa atender o satisfacer una petición.
11. **B** – Un mensaje a un amigo requiere un lenguaje breve e informal, como 'can't make it'.
12. **B** – 'Ascertain' significa averiguar con certeza, y 'find out whether' encaja en la frase.
13. **C** – 'Pretty' como intensificador es informal; en un ensayo se usaría 'fairly' o 'highly'.
14. **D** – 'Cheers' es una despedida informal que choca con el tono formal del resto del correo.
15. **B** – 'Look into' significa investigar; los demás phrasal verbs tienen otros significados.
16. **A** – 'I wish to express my dissatisfaction' es una fórmula educada, formal e impersonal, como exige una carta de reclamación.
17. **C** – 'A heads-up' es una expresión informal que significa un aviso o advertencia previa.
18. **D** – 'Snowed under' es una expresión idiomática informal que significa tener demasiado trabajo.
19. **C** – Una invitación informal pide una respuesta informal; las demás opciones son demasiado formales.
20. **A** – 'A considerable number of' es la forma formal de decir 'a lot of'; 'whopping' es informal y las demás no forman colocación.
21. **B** – 'Acknowledge receipt' es una colocación formal fija que se usa para confirmar que algo se ha recibido.
22. **C** – 'Please find attached' es la fórmula formal habitual para indicar que se adjunta un archivo en un correo.
23. **A** – 'Confirm your attendance' es la colocación natural que significa confirmar que vas a asistir.
24. **D** – 'Owing to' es una preposición formal que significa 'because of'; 'because' y 'since' no pueden ir seguidos de 'to'.
25. **B** – Después de 'require' hace falta un sustantivo, y 'accommodation' es el sustantivo que significa alojamiento.
26. **D** – 'Accept responsibility for' necesita el sustantivo 'responsibility'.
27. **C** – 'Contact' lleva complemento directo; 'get in touch' y 'reach out' necesitarían 'with' y 'to', respectivamente.
28. **A** – 'At your earliest convenience' es una expresión formal fija que exige la forma sustantiva.
29. **B** – 'Meet someone's needs' es la colocación correcta que significa satisfacer las necesidades de alguien.
30. **C** – Cuando se dirige al destinatario por su nombre, una carta formal termina con 'Yours sincerely'.

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Notas para el profesor: Utiliza este test después de trabajar la redacción de correos electrónicos e informes, o como prueba diagnóstica antes de una tarea de escritura formal. Se centra en errores habituales en el nivel C1: phrasal verbs y argot en textos formales, lenguaje demasiado rígido en contextos informales, preposiciones regidas incorrectas (refrain from, prior to) y confusiones dentro de una misma familia de palabras (responsible/responsibility, convenient/convenience). Como actividad de seguimiento, pide a los alumnos que reescriban el correo de la Parte 3 como un mensaje informal a un amigo y que comparen después el vocabulario que han elegido.

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