***Year 8***

***Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Vocabulary***

Here are lists of paired words for you to consider using in your writing.

One column is informal, the other is formal.

**Verbs**

|  |  |
| --- | --- |
| **Informal** | **FormalFormal** |
| say sorry | apologize, apologise |
| go up | increase |
| go down | decrease |
| set up | establish |
| look at | examine |
| blow up | explode |
| find out | discover |
| bring about | cause |
| put off | postpone, delay |
| rack up | accumulate |
| make up | fabricate |
| stand for | represent |
| find out | discover, ascertain |
| leave out | omit |
| point out | indicate |
| go against | oppose |
| get in touch with | contact |
| It’s about | It concerns, It’s in regards to |
| need to | required |
| think about | consider |
| get | obtain |
| put up | tolerate |
| deal with | handle |
| seem | appear |
| show | demonstrate, illustrate, portray |
| start | commence |
| keep | retain |
| free | release |
| get on someone’s nerves | bother |
| ring up | call |
| show up | arrive |
| let | permit |
| fill in | substitute, inform |
| block | undermine |
| give the go ahead, green light | authorize, authorise |

**Transitions**

|  |  |
| --- | --- |
| **Informal** | **Formal** |
| Anyways | Nevertheless |
|  |  |
| Plus/Also | Moreover/ Furthermore |
|  |  |
| But | However |
|  |  |
| So | Therefore/Thus |
|  |  |
| Also | In addition, Additionally |
|  |  |
| ASAP | as soon as possible/at your earliest convenience |
|  |  |
| Okay, OK | acceptable |
|  |  |
| In the meantime | In the interim |
|  |  |
| I think | In my opinion, |
|  |  |
| In the end, | Finally |
|  |  |
| To sum up | In conclusion, |
|  |  |
| In a nutshell/Basically | To summarize, |
|  |  |
| Anyway, | Notwithstanding |
|  |  |
| All right | Acceptable |
|  |  |
| Well, |  |
|  |  |
| To top it all off, |  |
|  |  |
| On top of it all, |  |
|  |  |
|  | In order to |
|  |  |

**Emphasis Words**

|  |  |
| --- | --- |
| **Informal** | **Formal** |
| lots of/ a lot of | much, many |
| tons of, heaps of | large quantities of, a number of |
| totally | completely, strongly |
| really, very | definitely |

**Letter Expressions**

|  |  |
| --- | --- |
| **Informal** | **Formal** |
| Hi Robert, | Dear Sir or Madam |
| Just wanted to let you know… | I am writing to inform you… |
| Love, | Yours sincerely, Yours faithfully, |
| Cheers, |  |
| Yours Truly, Best regards, kind regards |  |
| Hope to hear from you soon | I look forward to hearing from you |
| You can call me if you need anything | Please do not hesitate to contact me |

**Abbreviations**

|  |  |
| --- | --- |
| **Informal** | **Formal** |
| ASAP | as soon as possible |
| T.V. | television |
| photo | photograph |
| cell | cell phone |
| net | Internet |

**Slang**

|  |  |
| --- | --- |
| **Informal** | **Formal** |
| kids | children |
| bad | negative |
| good | positive |
| really big | considerable |
| right | correct |
| wrong | incorrect |
| smart | intelligent |
| cheap | inexpensive |
| loaded | rich |

Exercise: Formalize the Informal Language

Instructions: In each sentence below, there are informal words or phrases. Your task is to replace each underlined informal word or phrase with its formal equivalent to make the letter sound more professional and appropriate for formal communication.

Here is the letter:

"Hey Sarah,

Just wanted to drop you a quick note to let you know about the upcoming meeting next Monday. We're gonna discuss the new project timeline and some key deliverables we need to focus on. Can you make it to the meeting at 10 AM? Also, could you bring along the report you've been working on? We'll need it for reference during the discussion.

Thanks a bunch,

John"

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_