

	less formal	more formal
Use mostly the 3 <sup>rd</sup> person	<p><b>1<sup>st</sup> person</b></p> <p>I we</p> <p>↓</p> <p>My essay will discuss...</p> <p>We think the college should provide more courses.</p> <p><b>2<sup>nd</sup></b></p> <p>you</p> <p>↓</p> <p>You can see the advantages.</p>	<p><b>3<sup>rd</sup></b></p> <p>he / she / it they</p> <p>↓</p> <p>The writer argues... The evidence shows... Opponents of this view say...</p> <p>This essay will discuss...</p> <p>Many people think the college should provide more courses. More courses should be provided.</p> <p>It is possible to see the advantages. The advantages can be seen.</p>
Use the passive sometimes	<p><b>Active</b></p> <p>I wrote the essay in two days.</p>	<p><b>Passive</b></p> <p>The essay was written in two days.</p>
Don't use questions	<p><b>Direct</b></p> <p>Why do we have tests?</p>	<p><b>Indirect</b></p> <p>We should discuss why we have tests. There is some debate over the need for tests.</p>
Use different types of sentence; link ideas	<p><b>Simple, compound</b></p> <p>The NHS was established after World War Two. The war had nearly bankrupted the country. There was a lack of money. A free health service was provided and it was paid for by income tax and National Insurance. It employs over a million people so it is now one of the largest organisations in the world. It can be argued that its size has become a problem. Some believe that we should now introduce limited charges to cover the increasing costs. Others argue that it should always be free.</p>	<p><b>...and complex</b></p> <p>The NHS was established after World War Two <b>which</b> had nearly bankrupted the country. <b>Despite</b> the lack of money, a free health service was provided, <b>paid</b> for by income tax and National Insurance. <b>Employing</b> over a million people, it is now one of the largest organisations in the world, <b>though</b> it can be argued that its size has become a problem. Some believe that we should now introduce limited charges to cover the increasing costs. <b>However</b>, others argue that it should always be free.</p>
Use more nouns instead of sentences / verbs	<p><b>Sentences/verbs</b></p> <p>A person is unlikely to succeed if they do not work hard.</p> <p>Consider how long the course is.</p> <p>This essay will discuss how much damage has been done.</p> <p>When students graduate, they often expect to find work.</p>	<p><b>Nouns</b></p> <p>Success is unlikely without hard work.</p> <p>Consider the length of the course.</p> <p>This essay will discuss the extent of the damage.</p> <p>On/After graduation, students often expect to find work.</p>