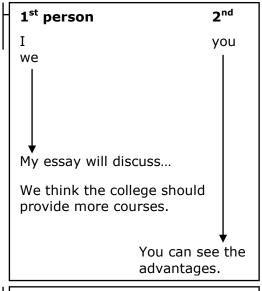
Aformality 1 N G



Use mostly the 3rd person

less formal



more formal

3rd he / she / it they

The writer argues...
The evidence shows...
Opponents of this view say...

This essay will discuss...

Many people think the college should provide more courses.

More courses should be provided.

It is possible to see the advantages. The advantages can be seen.

Use the passive sometimes

Active

I wrote the essay in two days.

Passive

The essay was written in two days.

Don't use auestions

Direct

Why do we have tests?

Indirect

We should discuss why we have tests. There is some debate over the need for tests.

Use different types of sentence; link ideas

Simple, compound

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.

...and complex

The NHS was established after World War Two which had nearly bankrupted the country. Despite the lack of money, a free health service was provided, paid for by income tax and National Insurance. Employing over a million people, it is now one of the largest organisations in the world, though 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. However, others argue that it should always be free.

Use more nouns instead of sentences / verbs

Sentences/verbs

A person is unlikely to succeed if they do not work hard.

Consider how long the course is.

This essay will discuss how much damage has been done.

When students graduate, they often expect to find work.

Nouns

Success is unlikely without hard work.

Consider the length of the course.

This essay will discuss the extent of the damage.

On/After graduation, students often expect to find work.