

**Change the grammar of these sentences to make them more formal, and remember, there might be several possible answers.**

**A Change to the 3<sup>rd</sup> person.**

1. My essay will cover four main areas.
2. You need to take all factors into consideration.
3. We should monitor the results more closely.
4. In my opinion, the evidence seems flawed.
5. I will challenge this idea in my essay.
6. If you want to improve writing, you need to practise a great deal.
7. We feel that the government should take action.
8. When you go to college, you must organise your time effectively.
9. I do not agree with this solution.
10. If we want to help the situation, we could raise money.

**B Change to a passive. (Hint – reverse the sentence, so start your sentence with the underlined words.)**

1. Because of snow, the Principal has closed the college.
2. The teacher cancelled the classes.
3. Someone has called an election.
4. We should not ban smoking.
5. The government raises money from taxation.
6. The bank gave her a loan. (Hint – can start with 'She' or 'A loan'.)
7. My essay will cover four main areas.
8. We should monitor the results more closely.
9. We can complete the project in a week.
10. We can argue that this is not the solution. (Hint – start with 'It can/could')

**C Change direct questions to indirect questions/sentences.**

1. What are the consequences of high inflation?
2. How can we tackle this problem?
3. Is this new law needed?
4. Does continuous assessment put too much pressure on students?
5. Should grants replace loans?

6. Who is responsible for this policy?
7. Why do certain people commit crime?
8. Can watching violent video games damage people?
9. When is the best age to start school?
10. Would lowering the voting age be the answer?

**D Complete the transformation of these sentences so there are not as many simple/compound sentences, and link ideas better. You have the first letter, plus \* (asterisks) for each missing letter. Or write your own version!**

1. She studied history at university. This was in Edinburgh. She now teaches at a London school. There are many different nationalities, cultures and religions. She likes the job. She finds discipline can be a problem.  
Having s\*\*\*\*\* history at E\*\*\*\*\* University, she now teaches at a London school, w\*\*\*\*\* there are many different nationalities, cultures and religions.  
A\*\*\*\*\* she likes the job, she finds discipline can be a problem.
2. Oxford is the oldest university in England. It was established in the 11<sup>th</sup> century. Henry II banned English students from going to Paris to study. Today it is one of the foremost universities in the world. This is why so many students apply every year. Teaching is based on weekly tutorials and these are supported by lectures and essay assignments.  
Oxford is the oldest university in England, e\*\*\*\*\* in the 11<sup>th</sup> century w\*\*\*  
Henry II banned English students from going to Paris to study. Today it is one of the foremost universities in the world w\*\*\*\* is why so many students apply every year. Teaching is based on weekly tutorials, s\*\*\*\*\* by lectures and essay assignments.
3. The company employs mostly part-time workers. This keeps costs down. Some people argue that the lack of security demoralises staff. Others argue that it makes them more focused on doing the job well. Next year, it will relocate to Asia. This means the UK factory will close down.  
The company employs mostly part-time workers, w\*\*\*\*\* keeps costs down.  
H\*\*\*\*\*, some people argue that the lack of security demoralises staff w\*\*\*\*\*

others argue that it makes them more focused on doing the job well. Next year, it will relocate to Asia, m\*\*\*\*\* the UK factory will close down.

4. The reasons for the recession are complex. They range from the banking crisis, to the growth of public spending and the global downturn. Businesses face growing debts. They have less money to invest. This often affects recruitment. There are fewer jobs available. More people sign on. In turn, this increases public spending. The reasons for the recession are complex, r\*\*\*\*\* from the banking crisis, to the growth of public spending and the global downturn. Businesses face growing debts s\* they have less money to invest, w\*\*\*\*\* often affects recruitment. B\*\*\*\*\* there are fewer jobs available, more people sign on, w\*\*\*\*\* in turn, increases public spending.

**E Change the underlined sentences/verbs to nouns, making any other changes as necessary.**

1. This essay will discuss how much this option will cost.
2. It was difficult to understand what he meant.
3. This essay will discuss why the accident happened.
4. This essay will discuss how fast the Internet grew.
5. The report looked at how large the population was.
6. They treated women differently.
7. After they met the director, the issues were resolved.
8. They changed their mind when they saw the final product.
9. If you do not explain the problem clearly, it is difficult to follow.
10. When there is too much coursework, students become stressed.

**F Check the answers to the previous exercises, then put all the above together, using the hints in brackets to help make these sentences more formal.**

**Remember, there might be several possible answers, and you will need to rewrite most of them completely, not just substitute a few words.**

1. It is obvious that you need good teachers to improve.  
(Change this to the 3<sup>rd</sup> person; maybe use a passive; maybe use a noun.)
2. Interest rates have risen. This could be a problem for house buyers. Many people with savings welcome the increase.  
(Join sentences; maybe add some linking words, e.g. to show contrast.)
3. You need to study for at least three years for a degree.  
(Change this to the 3<sup>rd</sup> person; maybe use a noun; maybe use a passive.)
4. Should businesses run schools or should it be the government's responsibility?  
(Get rid of the question)
5. The college is doing well. There had been difficulties at the beginning. It now has over 1000 students. They often continue onto university.  
(Join sentences; maybe add some linking words, e.g. to show contrast.)
6. The company started in 1992. It sold office equipment, for example mobile phones, photocopiers and fax machines. It also sold computers. Computers were just becoming affordable. They cost around £500. More people started buying them.  
(Join sentences; maybe add some linking words.)
7. I would argue that increasing student numbers can cause problems. For example, do we have the resources to teach them? Do most young people want to study at 16 rather than work? How do we pay for it? These are all issues that I will discuss in my essay.  
(Join sentences; get rid of questions; change to 3<sup>rd</sup> person, maybe by using passives.)
8. The writer points to the main problem. This is the lack of skilled workers. This has meant that businesses spend more time and money on recruitment. This has led to higher costs. These have been passed onto the consumer. Is there a solution?  
(Join sentences; get rid of question.)
9. They discovered a link between cancer and certain genes, and this changed medical care completely.  
(Use more nouns)
10. She responded to being promoted by thanking all staff by email.  
(Use more nouns)

## **G Do the same again, but with no hints.**

1. We need to change the prospectus.
2. If you pass with good grades, you could apply to any university.
3. Applications have fallen. This is because there is a recession. It could be a problem for some. It could be an opportunity for others.
4. You must not smoke in public places.
5. They elected a new Chancellor. She had been Head of International before. In that job, she had recruited foreign students. She intends to target such students. They often pay higher fees.
6. Are exams easier than 10 years ago, or are students better at passing them?
7. The essay was well written. It had clear structure. It had good content. It had formal language. She received an excellent mark.
8. I will decide on the choice of career in my final year. This is because I have not done enough research yet on the job market. This will take at least six months.
9. I would like to point out the advantages of speaking a foreign language. It is useful for travelling. It helps you understand other cultures. You can find jobs abroad. So why do so many students drop the subject at 14 and does this damage our economy?
10. She wrote the report in just two days. This meant she had more time to spend on doing interviews. These were with her co-workers. These were needed to complete the presentation.

## Answers

### A

1. This essay will cover four main areas. / Four areas will be covered in this essay.
2. All factors need to be taken into consideration.
3. The results should be monitored more closely.
4. The evidence seems flawed. / It could be argued the evidence is flawed.
5. This essay will challenge this idea. / This idea will be challenged in this essay.
6. To improve writing, a great deal of practice is needed. / If a person wants to improve their writing, they need to practise a great deal.
7. The government should take action. / Action should be taken by the government.
8. When a person/student goes to college, they must organise their time effectively. / On going to college, time management is important.
9. This solution is open to question/controversial. / It is possible to argue against this solution. / It could be argued that this is not the solution.
10. If people want to help the situation, they could raise money. / To help the situation, money could be raised.

### B

1. Because of snow, the college **has been closed** by the Principal.
2. The classes **were cancelled** by the teacher.
3. An election **has been called**.
4. Smoking **should not be banned**.
5. Money **is raised** from taxation by the government.
6. She **was given** a loan by the bank. / A loan **was given** to her by the bank.
7. Four main areas **will be covered** in my/this essay.
8. The results **should be monitored** more closely.
9. The project **can be completed** in a week.
10. It **can/could be argued** that this is not the solution.

### C

1. We need to ask what the consequences of high inflation are. / Discussion is needed on the consequences of high inflation. / The consequences of high inflation will be looked at.
2. We need to ask how we can tackle this problem. / There is the issue of how to tackle this problem. / There is the question of how we can tackle this problem/how this problem can be tackled.
3. Many query if this new law is needed. / There is the question of whether this new law is necessary.
4. Some argue that continuous assessment puts too much pressure on students. / This raises the question of whether continuous assessment puts too much pressure on students. / We need to ask whether continuous assessment puts too much pressure on students.
5. There is the issue of whether grants should replace loans. / There is some debate over whether grants should replace loans.

## Answers contd.

6. We need to establish who is responsible for this policy. / There is the question of who is responsible for this policy.
7. There is much debate over why certain people commit crime. / It is useful to look into why certain people commit crime. / There is the question of why certain people commit crime.
8. There is the question of whether watching violent video games damages people. / It is possible to argue over the effects of watching violent video games. / There is much debate over whether watching violent video games damages people.
9. There is much debate over the best age to start school. / We need to decide on the best age to start school.
10. There is some argument over whether lowering the voting age would be the answer. / The issue of lowering the voting age is a controversial one.

## D

1. Having **studied** history at **Edinburgh** University, she now teaches at a London school, **where** there are many different nationalities, cultures and religions. **Although** she likes the job, she finds discipline can be a problem.  
**Or** After studying at Edinburgh University, she now teaches at a London school with many different nationalities, cultures and religions. Despite liking the job, she finds discipline can be a problem.
2. Oxford is the oldest university in England, **established** in the 11<sup>th</sup> century **when** Henry II banned English students from going to Paris to study. Today it is one of the foremost universities in the world **which** is why so many students apply every year. Teaching is based on weekly tutorials, **supported** by lectures and essay assignments.  
**Or** Oxford, which is the oldest university in England, was established in the 11<sup>th</sup> century when Henry II banned English students from going to Paris to study. Today it is one of the foremost universities in the world, hence the number of student applications every year. Teaching, based on weekly tutorials, is supported by lectures and essay assignments.
3. The company employs mostly part-time workers, **which** keeps costs down. **However**, some people argue that the lack of security demoralises staff **while** others argue that it makes them more focused on doing the job well. Next year, it will relocate to Asia, **meaning** the UK factory will close down.  
**Or** By employing mostly part-time workers, the company keeps costs down although some people argue that the lack of security demoralises staff. On the other hand, others argue that it makes them more focused on doing the job well. Next year, it will relocate to Asia, which means the UK factory will close down.
4. The reasons for the recession are complex, **ranging** from the banking crisis, to the growth of public spending and the global downturn. Businesses face growing debts **so** they have less money to invest, **which** often affects recruitment. **Because** there are fewer jobs available, more people sign on, **which** in turn, increases public spending.

## Answers contd.

**Or** The reasons for the recession are complex and range from the banking crisis, to the growth of public spending and the global downturn. Businesses face growing debts and therefore they have less money to invest, often affecting recruitment. As there are fewer jobs available, more people sign on, in turn, increasing public spending.

## E

1. This essay will discuss the **cost of this option**.
2. It was difficult to understand **his meaning**.
3. This essay will discuss the **reasons for the accident**.
4. This essay will discuss the **speed of Internet growth**.
5. The report looked at the **size of the population**.
6. **The treatment of** women was different.
7. **After meeting the director / After a meeting** with the director, the issues were resolved.
8. They changed their mind **on seeing** the final product.
9. **Without a clear explanation of** the problem, it is difficult to follow.
10. **Excessive / Too much coursework** leads to **student stress**.

## F

1. Obviously, good teachers are needed to improve / for improvement. / Obviously, it is necessary to have good teachers to improve.
2. Interest rates have risen, which could be a problem for house buyers, although many people with savings welcome the increase. / As interest rates have risen, this could be a problem for house buyers, though many people with savings welcome the increase.
3. Three years of study are needed for a degree. / A degree needs three years of study.
4. There is the question of who should be responsible for running schools, businesses or the government. / Many people debate whether the responsibility for running schools should be with businesses or the government.
5. The college is doing well, although there had been difficulties at the beginning. It now has over 1000 students who often continue onto university. / The college is doing well, despite having (had) difficulties at the beginning. Hence, it now has over 1000 students who often continue onto university.
6. The company started in 1992, selling office equipment, for example mobile phones, photocopiers and fax machines and finally computers, which were just becoming affordable, costing around £500. Therefore, more people started buying them. / Starting in 1992, the company sold office equipment, for example mobile phones, photocopiers and fax machines as well as computers. These were just becoming affordable and cost around £500 so more people started buying them.
7. It is arguable that increasing student numbers can cause problems. For example, many people question if there are the resources to teach them, plus they query if most young people want to study at 16 rather than work. Also, there is concern over paying for it. These are all issues that will be discussed in this essay. / It can be argued that increasing student numbers can cause problems, for example, over



## Answers contd.

- resources, over anticipating the desires of 16 year olds, and over financing. These are all issues that this essay will discuss.
8. The writer points to the main problem, which is the lack of skilled workers, meaning that businesses spend more time and money on recruitment. This has led to higher costs passed onto the consumer. The next issue is deciding on the solution to this. / The writer points to the main problem as the lack of skilled workers. This has meant that businesses spend more time and money on recruitment, leading to higher costs which have been passed onto the consumer. The solution to this is open to debate.
  9. The discovery of a link between cancer and certain genes changed medical care completely. / They discovered a link between cancer and certain genes, leading to a complete change in medical care.
  10. Her response to promotion was to thank all staff by email. / Responding to her promotion, she thanked all staff by email.

## G

1. The prospectus needs to change. / It is necessary to change the prospectus.
2. If a student passes with good grades, they could apply to any university. / Passing with good grades can lead to an application to university.
3. Applications have fallen because there is a recession. Although it could be a problem for some, it could be an opportunity for others. / Because of the recession, applications have fallen, which could be a problem for some but an opportunity for others.
4. Smoking is not allowed in public places. / There is no smoking in public places.
5. They elected a new Chancellor who had been Head of International before where/when she had recruited foreign students. She intends to target such students as they often pay higher fees. / The previous Head of International was elected as the new Chancellor. In that job, she had recruited foreign students who she intends to target again because they often pay higher fees.
6. Many query if exams are easier than 10 years ago, or if students are better at passing them. / There are some issues over the difficulty of exams 10 years ago versus the ability of today's students. / We need to ask if exams are easier than 10 years ago, or if students are better at passing them.
7. The essay was well written, having clear structure, good content and formal language. Hence, she received an excellent mark. / As the essay was well written with clear structure, good content plus formal language, she received an excellent mark.
8. I will decide on the choice of career in my final year as I have not done enough research yet on the job market. This will take at least six months. / Not having done enough research yet on the job market, I will decide on the choice of career in my final year, when it will take at least six months. / The decision on the choice of career will be made in the final year as not enough research has been done yet on the job market. This will take at least six months.
9. The advantages of speaking a foreign language are easy to identify. It is useful for travelling, plus it helps in understanding other cultures, and in finding jobs abroad. Thus, it is interesting to analyse why so many students drop the subject at 14 and whether this damages the economy / It is helpful to identify the advantages of

### Answers contd.

speaking a foreign language, which can be useful for travelling, for understanding other cultures, and finally for finding jobs abroad. Therefore, there is some concern over the dropping of the subject by many students at 14, and the impact this has on the economy.

10. She wrote the report in just two days, meaning she had more time to spend on doing interviews with her co-workers, which were needed to complete the presentation. / Writing the report in just two days meant she had more time to spend on doing co-worker interviews, needed to complete the presentation.