

	less formal	more formal
Use less definite verbs	<p>Watching violent films makes people aggressive.</p> <p>Climate change will lead to disaster.</p> <p>This is incorrect.</p>	<p>Watching violent films can / might make people aggressive.</p> <p>Climate change may / could lead to disaster.</p> <p>This would appear to be incorrect.</p>
Use adverbs like volume control, +/-	<p>Watching violent films makes people aggressive.</p> <p>The inflation rate increased.</p> <p>The work was difficult.</p>	<p>Watching violent films definitely / possibly makes people aggressive.</p> <p>The inflation rate increased dramatically / slightly.</p> <p>The work was sometimes / never / always difficult.</p>
Use one word verbs	<p>The numbers went up.</p> <p>They needed to think about the problem.</p> <p>This essay talks about / looks at these issues.</p>	<p>The numbers rose.</p> <p>They needed to consider the problem.</p> <p>This essay discusses / analyses these issues.</p>
Use formal words	<p>This is really useful.</p> <p>It was a big problem.</p> <p>The changes caused a lot of trouble.</p> <p>The situation may get better.</p> <p>He got a loan.</p>	<p>This is very / extremely useful.</p> <p>It was a major / significant problem.</p> <p>The changes caused a great deal of trouble.</p> <p>The situation may become better / may improve.</p> <p>He received / was given a loan.</p>
Don't use emotive or visual words	<p>Unemployment is terrible.</p> <p>Murder is evil.</p> <p>He was in two minds about it.</p>	<p>Unemployment is problematic / damaging.</p> <p>Murder is never justified / immoral.</p> <p>He was undecided about it.</p>
Include more abstract words	<p>cans, wrappers, boxes, cartons</p> <p>registers, reports, forms</p> <p>radio, TV, Internet</p>	<p>= packaging / litter</p> <p>= administration / bureaucracy</p> <p>= the media</p>
Don't use abbreviations	<p>isn't, can't, e.g.</p>	<p>is not, cannot, for example</p>