

## Homework Assigned Tasks

Activity 1: Identify the informal expressions in the following sentences. Rewrite the following sentences, replacing the informal expressions with a more formal equivalent.

1. With women especially, there is a lot of social pressure to conform to a certain social norm.

norm.

~~Particularly for women, With women especially, there is a lot of social pressure to adhere to established social conventions is increased as opposed to men.~~

with

39

John

Women, in particular, experience increased social pressure to conform to established social conventions.



J. Shahr

2. Modern houses have so many labor-saving things that it is difficult for the person at home to have adequate Class Activity by doing chores, cooking, and looking after a family.

Households after the year 2000 have an increased amount of machinery and conveniences making it difficult for the person at home to ...

3. Simply making the effort to reclaim this wasted stuff for fertilizer would have a positive effect on greenhouse releases.

Simply making the effort to reclaim <sup>this</sup> wasted phosphorous for fertilizer would have a positive effect on greenhouse releases.

4. It is difficult to imagine exactly what is meant by saying that such a classification is natural as any collection of things could be classified in this way.

↓  
data

5. Unfortunately, since there are so many possible explanations, the correct one is most difficult to find out.

... the correct one is the hardest to find.

6. These exercises can easily be incorporated into an exercise routine, with each exercise done again a number of times.

These exercises, <sup>even when</sup> done a number of times, can easily be incorporated into an exercise routine.



## Activity 2: Avoiding two-word verbs- Phrasal verbs

*Stam*

There is often a choice in English between a two-word verb and a single verb - bring up/raise, set up/establish. Rewrite the following sentences, replacing the informal two-word verb with a more formal equivalent.

1. A primary education system was **set up** throughout Ireland as early as 1831.

*established.*

2. This will **cut down** the amount of drug required and so the cost of treatment.

*↓  
reduce.*

3. The material amenities of life have **gone up** in Western society.

*↓  
increased.*

4. The press reflected the living culture of the people; it could influence opinion and reinforce existing attitudes but it did not **come up with** new forms of entertainment.

*↓  
conceive.*

5. Thus, he should have **looked into** how the patient has coped previously.

*↓  
investigated*

6. The aggregate of outstanding balances **went up and down** quite violently.

*↓  
fluctuated.*

7. In 1947 the Treasury **brought up** the question of excluding South Africa (and India) from the sterling area.

*↓  
raised.*



8. Dieters often feel that they should totally **get rid of** high-fat and high-sugar foods.

↓  
remove

9. Thus when a Gallic bishop in 576 converted the local Jewish community to Christianity, those who **turned down** baptism were expelled from the city.

↓  
refused

10. Ms Tucker, Lord White's 29-year-old companion, has since **taken** her statement **back**.

“ ”, has since revoked  
her statement

11. Discussion of the outcome of experiments that have used this method will be **put off** until Chapter 7.

↳ ~~postponed~~ delayed

12. They did not easily accept or **put up with** differences in others.

↓  
tolerate

13. My high-school friend signed up for three years with the army so he could **put away** enough money to go to university and study law.

↳ save

14. The solitary feeding of insectivores in forests was therefore **put down** to a foraging strategy involving the pursuit of cryptic and easily disturbed prey by singletons.

→ attributed



started  
↓  
J. Hum

15. In style, the turn toward abstraction and simplification **came about** earliest with Anquetin and Bernard and next with van Gogh.

16. For Klein that cloudless day never arrived, but he never **gave up** his hope for a just world.

↓  
abandoned

17. The English liked coal fires even though they do not always **give off** much heat.

↓  
~~emit~~ emit

18. The story told by German propaganda, however, **gave away** nothing of the mounting hopelessness of the 6th Army's position.

↓  
~~showed~~ disclosed

19. These Class Activities can easily be incorporated into a Class Activity routine, with each **done again** a number of times.

↓  
repeated

20. Marx took as one of his main tasks the understanding of how this system came into being and this was in order to **find out** why this system had such power.

↓  
~~discover~~ ascertain

21. This was before he had read the guidelines on how to **carry out** the research.

↓  
perform



John

Activity 3: Read the text and rewrite it in a more academic style:

### Education

*Lots of times in many years, different professional people who were interested in making education better have asked me what we know about how people learn so we can use it to make education better.*

Throughout the past ten years, professionals from different fields have ~~questioned~~ queried me on ~~the~~ our current understanding of the learning process for better education.  
of humans

Activity 4: Supply a more suitable academic word/phrase for the italicised parts of the following sentences:

1. The reaction of the Managing Director was *sort of* negative.

partially

2. The economic outlook for the business is *pretty bad*.

rather unfortunate

3. The future of funding is *up in the air*.

uncertain

4. Britain's major car manufacturers are planning to *team up* on the research needed for more fuel efficient cars.

collaborate

5. It is imperative to concentrate in meetings so as to *catch* the important issues.

identify



### Assignment 1 (A)

In pairs, discuss how the following could be replaced in academic writing to create formal grammar and register. Provide an example for each to illustrate your point.

[i] contractions: ~~don't~~ → do not

[ii] negative forms using 'not': antonyms → not pleasant → unpleasant

[iii] etc.; and so forth/on 'including' → U.S., France, Italy → including U.S., France, and Italy

[iv] use of second person pronoun:

[v] direct questions (to address the reader):

[vi] positioning of adverbs within a sentence: She finished his work quickly.

She quickly finished his work.

[v] How can you improve productivity? → Preplanning and collaborating can improve productivity.

[iv] passive → when you write a report, you should proofread it.

→ when writing a report, proofreading it is essential.



*J. Smith*

→ 2. To get employed by the company, passing the psychometric test is necessary.

### Assignment 1(B)

Reduce the informality of each of the following sentences by bearing in mind the points discussed in Class Activity.

1. If you fail the psychometric test, you <sup>will not</sup> won't be employed by the company.
2. OK, what are the causes of low employee morale? Many possibilities exist. <sup>for low employee morale.</sup>
3. You can clearly see the differences between these two processes. <sup>is now made evident.</sup> ~~(with this result)~~
4. A small bit of ammonium peroxide is added to the solution gradually. <sup>at a rate of 0.5 ml/s</sup>
5. These special tax laws have been approved in some counties in the U.K.; Cumbria, Dorset, Devon, West Midlands, East Anglia, etc. <sup>which include</sup>
6. The subjects didn't <sup>and</sup> have much difficulty with the task. <sup>⇒ did not find the task difficult.</sup>

The following sentences are all informal. Rewrite them in formal academic register:

1. She said it wasn't good enough. <sup>⇒ was not a</sup> She stated that it ~~still~~ did not <sup>meet the</sup> ~~meet the~~ standard.
2. I thought the lecture was terribly difficult to follow. <sup>⇒ 70% of students found the lecture</sup>
3. The results were a lot better than I expected. <sup>⇒ The results of the experiment were better than</sup> ~~difficult to follow.~~ <sup>the simulations.</sup>
4. None of the other students knew the answer either. <sup>⇒ No student knew the answer.</sup>
5. He said, 'It's hell writing your dissertation!' <sup>⇒ He stated that writing the dissertation was an unpleasant experience.</sup>

Rewrite the sentences in a more academic style using verbs from the list below. Note that you may need to change the verb tense.

investigate	assist	raise	discover	establish	increase	eliminate
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1. Systems analysts can **help out** managers in many different ways. <sup>⇒ assist</sup>
2. This program was **set up** to improve access to medical care. <sup>⇒ established</sup>
3. Medical research expenditure has **gone up** to nearly \$350 million. <sup>⇒ increased</sup>
4. Researchers have **found out** that this drug has serious side effects. <sup>⇒ ~~discovered~~ discovered.</sup>
5. Class Activity alone will not **get rid of** medical problems related to blood pressure. <sup>⇒ eliminate</sup>
6. Researchers have been **looking into** this problem for 15 years now. <sup>⇒ investigating</sup>
7. This issue was **brought up** during the coroner's inquest <sup>⇒ raised</sup>

Rewrite the following sentences in a more formal style:

1. In the following section, we will introduce the potential consequences.
  2. I am trying to cut down on sugar this month.
  3. You can increase productivity by taking regular breaks.
  4. The summer camp offers many outdoor activities for kids: fishing, hiking, canoeing, etc.
  5. It's hard to believe a person would turn down a trip to the Paris.
1. The subsequent section introduces the potential consequences.
2. This month, an effort is being made to reduce sugar consumption.
3. Taking regular breaks increases productivity.
4. "Kids including fishing, hiking, and canoeing."
5. Refusing a trip to the Paris is unlikely for ~~a~~ full-time employee.



6. I have a lot of stuff to do this week. → ~~twenty~~ twenty assignments due.
7. Sugar prices have gone up drastically in the past few days. → increased by 50% in the past twelve days.
8. She looks forward to having a chat with you soon. → meeting/having a discussion.
9. No one in history has ever been able to look into the past the way it is happening now.
10. They don't have to go unnecessarily unless they have an emergency.
11. Most of the contestants were warming up for the race.
12. You won't get the flu if you take an umbrella in the rain.
13. He is sorting out the problem with the computer. → resolving.
14. The traffic cop is checking the suspect's ID. → suspects ID.
15. Lady Gaga called off the concert. → cancelled.
16. I'm sorry to inform you that your application didn't make to the final round.
17. I look forward to having a chat with you about this soon. → start organizing a meeting with you.
18. We'll tell you how you got on in the test in a couple of weeks.
19. If you're not happy with the service in the restaurant you can talk to the manager.
20. You don't have to buy anything if you don't want to.
21. It doesn't matter what the situation is, you should always wear protective glasses.

### Additional Reading:

[http://facultyweb.ivcc.edu/rrambo/tip\\_formal\\_writing\\_voice.htm](http://facultyweb.ivcc.edu/rrambo/tip_formal_writing_voice.htm)

<https://www.niu.edu/writingtutorial/style/formal-and-informal-style.shtml>

9. Current technology allows <sup>for</sup> a deeper understanding and review of past events than ever before.
10. They should avoid going unless ~~presented~~ <sup>face</sup> by an emergency.
11. Nine out of the ten contestants were preparing the body ~~for~~ <sup>by sketching</sup> for the race.
12. Having an umbrella in the rain reduces the chances of ~~getting~~ <sup>developing</sup> ~~the flu~~ <sup>influenza</sup> by up to ninety percent.
16. I am sorry to inform you that your application did not reach the final round.
18. We will inform you about your performance in the test in ~~two~~ <sup>a couple</sup> of weeks.
19. If you are ~~in a restaurant~~ <sup>at a restaurant</sup>, you ~~can~~ <sup>may</sup> talk to the manager.
20. Buying an item is not required.
19. Dissatisfaction with the service in the restaurant can be discussed with the manager.
21. ~~Always~~ Wearing protective glasses is always recommended.