Formal and informal words 2

VOCABULARY PRACTICE

INTERMEDIATE | B1-B2

Name: _____ **Date:** _____

1 Match each informal expression with its formal equivalent.

1 leave out	____	a appear
2 go against	____	b contradict
3 come up with	____	c continue
4 turn down	____	d omit
5 back up	____	e devise
6 keep on	____	f occur
7 happen	____	g reject
8 seem	____	h substantiate

2 Complete the formal linking expressions.

consequently | **despite** | **furthermore** | **nevertheless** | **owing** | **regarding** | **therefore** | **whereas**

1 _____ the proposal

2 _____ to bad weather

3 The cost rose; _____, demand fell.

4 _____ these difficulties

5 The plan is costly; _____, it may succeed.

6 The first option is fast, _____ the second is safer.

7 The evidence is weak; _____, further testing is needed.

8 The service is reliable; _____, it is inexpensive.

3 Replace the informal expression with a formal one.

1 The appendix *leaves out* two cases. _____

2 The result *goes against* the prediction. _____

3 The team *came up with* a solution. _____

4 The committee *turned down* the plan. _____

5 The figures *back up* the claim. _____

6 The error *kept on* appearing. _____

7 The incident *happened* at noon. _____

8 The measure *seems* effective. _____

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4 Complete the committee summary with words from the box.

appears | contradicts | continue | devised | occurred | omitted | rejected | substantiates

The panel **1** _____ an alternative procedure after an error **2** _____ during testing. The first report had **3** _____ two relevant cases. New evidence **4** _____ the concern and **5** _____ the earlier conclusion. The original proposal was therefore **6** _____. Monitoring will **7** _____, although the revised method **8** _____ reliable.

5 Read the text and answer the questions briefly.

Connections guide the reader

Formal texts often use explicit linking expressions to show contrast, cause and consequence. Nevertheless signals an unexpected contrast, whereas therefore introduces a result. Such markers help readers follow reasoning, but too many can make prose mechanical. The connection must also be logically accurate: a formal-looking linker cannot repair an argument whose ideas do not support each other.

1 What three relationships can linkers show? _____

2 What does nevertheless signal? _____

3 What does therefore introduce? _____

4 How do linkers help readers? _____

5 What happens when too many are used? _____

6 Can a formal linker repair faulty logic? _____

6 Rewrite using the formal expression in capitals.

1 They turned down the application. **REJECTED** _____

2 The data back up the explanation. **SUBSTANTIATE** __

3 The report leaves out one detail. **OMITS** _____

4 The two accounts go against each other. **CONTRADICT** _

OVER TO YOU

Write a **100-120 word** formal committee summary comparing two options and explaining a decision.

[ ] Use at least ten target expressions. [ ] Use linkers logically. [ ] Keep the conclusion concise.

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ANSWER KEY

1 Formal equivalents

1 **d** 2 **b** 3 **e** 4 **g** 5 **h** 6 **c** 7 **f** 8 **a**

2 Formal linking expressions

1 **regarding** 2 **owing** 3 **consequently** 4 **despite** 5 **nevertheless** 6 **whereas** 7 **therefore** 8 **furthermore**

3 Formal replacements

1 **omits** 2 **contradicts** 3 **devised** 4 **rejected**
5 **substantiate** 6 **continued** 7 **occurred** 8 **appears**

4 Committee summary

1 **devised** 2 **occurred** 3 **omitted** 4 **substantiates** 5 **contradicts** 6 **rejected** 7 **continue** 8 **appears**

5 Reading - suggested answers

1 Contrast, cause and consequence. 2 Unexpected contrast. 3 A result.
4 They make reasoning easier to follow. 5 Prose may sound mechanical. 6 No.

6 Rewriting - possible answers

1 They **rejected** the application. 2 The data **substantiate** the explanation. 3 The report **omits** one detail. 4 The accounts **contradict** each other.

Over to you: Answers will vary. Check formal vocabulary, logical links and decision rationale.