1. Match the informal phrases with the formal:

<table>
<thead>
<tr>
<th>Informal</th>
<th>Formal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Life is not a rose garden. Life is tough.</td>
<td>A. The trend of globalisation makes it necessary for many people to...</td>
</tr>
<tr>
<td>2 On top of that...</td>
<td>B. To state it briefly / In brief,...</td>
</tr>
<tr>
<td>3 In a nutshell...</td>
<td>C. The points for and against...</td>
</tr>
<tr>
<td>4 Last but not least...</td>
<td>D. Incidentally...</td>
</tr>
<tr>
<td>5 Government must make laws...</td>
<td>E. Life presents a number of challenges.</td>
</tr>
<tr>
<td>6 Hong Kong is an international city, so we all must...</td>
<td>F. There are advantages and disadvantages to...</td>
</tr>
<tr>
<td>7 Every coin has two sides.</td>
<td>G. Another point is that...</td>
</tr>
<tr>
<td>8 By the way...</td>
<td>H. There is a need for laws...</td>
</tr>
<tr>
<td>9 Pros &amp; cons of...</td>
<td>I. Co-operation between the Government and the public is vital...</td>
</tr>
<tr>
<td>10 Government &amp; the people must join hands together......</td>
<td>J. A final and equally/very important point is...</td>
</tr>
</tbody>
</table>

Centre for Independent Language Learning (2011)

2. Look at the statements below, why are they not academic?

Write the following more formally:

   a. I handed in my essay late because my kids got sick
   b. Because the jobs are even more complex, programmes to train people will take longer.
   c. People were surprised at the results of the election.
   d. Research shows that poor people smoke more than rich people.
3 Explain why these paragraphs are not written in academic style.

Rewrite the following paragraphs to make them more formal.

a. Television has been blamed by researches for many problems. Families do not communicate, they do not eat together and talk. The television is on all the time and the kids watch it all the time. It can lead to unsocial and violent behaviour. But television can be good. It can teach people things and families can talk about programmes they watch.

b. Most people take drug overdoses because they find it's difficult to sort out their problems. That's why you should treat your patients in a clear way. That means you should treat your patients in a way that helps them to tell the difference between their problems and find ways to deal with them.
Answers


2.

| 1. | Much too colloquial. Be more formal. –
eg: the essay was handed in late because of personal issues. |
| --- | --- |
| 1. | Clumsy sentence. Lots of words used. Would sound better written as:
The more complex jobs involve longer training periods are needed. |
| 2. | The election is the important point.
The results of the election took people by surprise |
| 3. | Which research shows this? How poor is poor? How rich is rich? This is a vague statement which needs more substance. |

3 Comments a lecturer marking this work may give are:

- Which researchers are you talking about?
- Lots of unsubstantiated statements need evidence before the reader should be expected to believe them, so they need referencing and citations included.
- Poor use of words in that it is written in a colloquial style (kids).
- Could have used linking words to make more sophisticated sentences (however).
- Do not abbreviate (it’s).

Thanks to the following for the exercises:

Centre for Independent Language Learning (2011) [online]

Essex university (2011) [online]
http://www.essex.ac.uk/myskills.skills/writing/paragraphStructure.asp#04 [accessed on 20/11/11]

Using English for Academic Purposes (2011) [online]