



INFORMAL → FORMAL
REVIEW



Informal → Formal

- Verbs and adjectives

Avoid
addressing
readers as
you.

Avoid using
direct
questions.

Avoid
negative
forms (not)

Avoid
contraction

Other formal
stylistic
features

You can see
the results
in Table 1.

The results
can be seen
in Table 1.

Avoid addressing readers as *you*

Why has antibiotic
resistance
increased?

Many studies have
investigated why
antibiotic resistance
has increased.

Avoid direct questions

Export figures
won't improve
until the economy
is stronger.

Export figures will
not improve until
the economy is
stronger.

Avoid contractions
(can't, won't, hasn't)

The government
didn't allocate
much funding
for the program.

The government
allocated *little*
funding for the
program

Avoid negative forms (not)

Revise the following sentences

1. So, why did the bridge collapse? There's a lot of reasons.
2. You can use this model to optimize the water supply.
3. So far, there hasn't been much research on how conflict influences the level of trust and respect in a group.