

Use of Nouns in Formal English

In formal English, especially written formal English, using more nouns and less verbs or adjectives helps to create a more formal style. This, combined with careful choice of grammar and vocabulary, helps to maintain the correct register. Compare these examples.

1. The company decided not to fund the project.
The company's decision was to not provide funding for the project.
2. He was quite disappointed when he didn't get the job he had applied for.
His disappointment regarding the rejection of his application was clear.

A. Rewrite the short text to make it sound more formal.

The employees decided to express why they didn't like having to participate in company excursions without being paid. Their first move was to tell the general manager that they weren't satisfied. They did this by signing a petition and making sure that it was delivered directly to his office. After this, they decided to strike. They refused to work to make central headquarters pay attention.

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B. Talk with a partner. What would be informal and formal ways of dealing with these situations? Which way would be more appropriate?

1. You want to ask for more money from your company for a work project.
2. You don't like the hotel you are staying at.
3. You want a raise.
4. Your in-laws want to visit and stay in your house for a week.
5. You feel that your business partner needs to contribute more to the company.
6. You need to tell your employees that the company is going bankrupt.
7. Your friend never paid back the money that you lent him months ago.

ANSWER KEY

Possible answer for exercise A. Students' answers may vary significantly.

The employees made the decision to express dislike towards their participation in company excursions without receiving payment. Firstly, they informed the general manager of their dissatisfaction through the signing of a petition. They ensured this petition's delivery to his office. Subsequently, the decision was made to strike. Their refusal to work was a method of earning the attention of the central headquarters.