

## USEFUL FORMAL AND INFORMAL LANGUAGE

Informal 	Formal (written) 
a lot of, lots of	→ many, numerous, a large number of
big	→ large, great, high, major
small, tiny	→ minute, insignificant
hard	→ difficult, arduous, laborious
good	→ suitable, appropriate, effective, efficient, beneficial, advantageous
bad	→ poor, inappropriate, unsuitable, ineffective, inefficient, unsatisfactory, defective
this kind of this sort of a these kinds of	→ such (a/an/Ø)
different	→ various, a variety of; separate, individual; other

INFORMAL	FORMAL	INFORMAL	FORMAL
Ask	Enquire	Tough	Difficult
Ask for	Request	Explain	Disclose
Book	Reserve	Set out	Display
Check	Verify	Throw out	Eject
Get	Receive	Old	Elderly
Help	Assist	Say	Express
Need	Request	Afraid	Fearful
Deal with	Handle	In the end	Finally
Tell	Inform	But	However
Wait for	Await	Wrong	Incorrect
Fight	Combat	Go up	Increase
Use	Consume	At first	Initially
Go	Depart	Mad	Insane
Say sorry	Apologise	Lucky	Fortunate
Start	Commence	Smart	Intelligent
End	Terminate	Small	Diminutive
Try	Endeavour	Cheap	Inexpensive

## Verbs – Informal & Formal

### Informal

say sorry

go up

go down

set up

look at

blow up

find out

bring about

put off

rack up

make up

stand for

find out

leave out

point out

go against

get in touch

It's about

need to

think about

get

put up

### Formal

apologize, apologise

increase

decrease

establish

examine

explode

discover

cause

postpone, delay

accumulate

fabricate

represent

discover, ascertain

omit

indicate

oppose

with contact

It concerns, It's in regards to

required

consider

obtain

tolerate

deal with	handle
seem	appear
show	demonstrate, illustrate, portray
start	commence
keep	retain
free	release
get on someone's nerves	bother
ring up	call
show up	arrive
let	permit
fill in	substitute, inform
block	undermine
give the go ahead, greenlight	authorize, authorise

### Transitions – Informal & Formal

<b>Informal</b>	<b>Formal</b>
Anyways	Nevertheless
Plus/Also	Moreover/ Furthermore
But	However
So	Therefore/Thus
Also	In addition, Additionally
ASAP convenience	as soon as possible/at your earliest
Okay, OK	acceptable

In the meantime	In the interim
I think	In my opinion,
In the end,	Finally
To sum up	In conclusion,
In a nutshell, Basically	To summarize,
Anyway,	Notwithstanding
All right	Acceptable
Well,	
To top it all off,	
On top of it all,	
In order to	

### Emphasis Words – Informal & Formal

#### Informal

lots of/ a lot of

tons of, heaps of

totally

really, very

#### Formal

much, many, several

large quantities of, a number of

completely, strongly

definitely

### Letter Expressions – Informal & Formal

#### Informal

Hi Robert,

Just wanted to let you know...

you...

#### Formal

Dear Sir or Madam / To whom it may concern,

I am writing to inform

Love,

Cheers,

Yours Truly,

Hope to hear from you soon  
you

You can call me if you need anything  
contact me

Yours sincerely, Yours faithfully,

Best regards, kind regards

I look forward to hearing from

Please do not hesitate to

### Abbreviations – Informal & Formal

#### Informal

ASAP

T.V.

photo

cell

net

#### Formal

as soon as possible

television

photograph

cell phone

Internet

### Slang – Informal & Formal

#### Informal

kids

bad

good

really big

right

wrong

smart

#### Formal

children

negative

positive

considerable

correct

incorrect

intelligent

cheap

inexpensive

loaded

rich