

**Informal to formal vocabulary**

<b>Informal</b>	<b>Formal</b>
About ...	Regarding / Concerning ...
Add (at the end of something)	Apend
Agree with ...	Be bound by ...
And	As well as ...
Bearing in mind	Reference being made to ...
Because ...	As a result of / due to (the fact) ...
Begin	Commence
Broken down	Divided / inoperable
By which	whereby
While	Whereas
Careful	Cautious / Prudent
Carry out ...	Effect a (an) .... / perform a ...
Cause	Trigger (a reaction)
Check	Verify
Despite (this)	Notwithstanding
Enough	Sufficient
Fill me in	Inform / Tell (me, you, etc.)
Find out	Ascertain / discover
Follow	Duly observe
Get	Receive
Get by	Survive
Get in touch	Contact
Go against	Contradict / oppose
Go over	Exceed
Going on	Continuing / persisting
Going up	Increasing
Got worse	Deteriorated
Has to be	Should be
(Have to) give in....	Submit
If you ...	Should one ...
If ... or not.	Whether ... or not.
If you don't ...	Failing / Failure to...
In accordance with ...	Pursuant to ....
In the red	Overdrawn
In this way	thereby
Involve	Entail
Live / lie (in)	Reside

Lost	Inadvertently mislaid
Looked into	investigated
Make sure	Ensure
Many (a lot of ..)	Several / Numerous
Meet	Convene / assemble
Order	Authorise
Pay	Settle
Rather	Somewhat
Research shows	Research indicates
See (understand)	Perceive
Show	Demonstrate
Showed up at	Attended
Similarly	Likewise
Sorry!	We regret ...
Stand for (be a sign of)	Denote
Supply	Furnish
Take away	Withdraw
Tell	Disclose
The opposite	The converse
Think about	Consider
Think up	Conceive
Trusted	Entrusted
Use	Utilise
Very important	Crucial
When we get ...	On receipt
Wipe out / make useless	Negate
Write (e.g. Cheque)	Issue (e.g. Cheque)
Written	Shown / Indicated
He discussed issues like famine and poverty	Issues such as famine and poverty were discussed (by..)
If you've got any questions ...	Should you have any queries ...
Lots of people think	It is widely believed / It is generally accepted
People gave €1000 to charity	€1000 was donated to charity
Put in writing	Provide written confirmation
Scientists have tried to prove ...	Scientists have attempted to prove ...

