

Informal to formal vocabulary

| Informal | Formal |
|-------------------------------|--|
| 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 ... |

| | |
|-------------------------------------|---|
| She has got to find alternatives | She needs to find alternatives |
| The changes he made were bad | The changes that were made (by ...) were unacceptable |
| There were many reasons for this | A number of causes were responsible for ... |
| Three problems have been found | Three problems have been discovered |
| We do not have enough resources ... | There are not sufficient resources to ... |
| We don't want to do this ... | This a course of action we are anxious to avoid ... |
| We'll call the law ... | We will have no alternative but involving our legal ... |
| What do you need? | Please outline your requirements |
| Whenever we like ... | Without prior notice ... |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |