**Verbs – Informal & Formal**

| **Informal** | **Formal** |
| --- | --- |
| say sorry | apologize, apologise |
| go up | increase |
| go down | decrease |
| set up | establish |
| look at | examine |
| blow up | explode |
| find out | discover |
| bring about | cause |
| put off | postpone, delay |
| rack up | accumulate |
| make up | fabricate |
| stand for | represent |
| find out | discover, ascertain |
| leave out | omit |
| point out | indicate |
| go against | oppose |
| get in touch with | contact |
| It’s about | It concerns, It’s in regards to |
| need to | required |
| think about | consider |
| get | obtain |
| put up | 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**

| **Informal** | **Formal** |
| --- | --- |
| Anyways | Nevertheless |
|  |  |
| Plus/Also | Moreover/ Furthermore |
|  |  |
| But | However |
|  |  |
| So | Therefore/Thus |
|  |  |
| Also | In addition, Additionally |
|  |  |
| ASAP | as soon as possible/at your earliest convenience |
|  |  |
| 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** | **Formal** |
| --- | --- |
| lots of/ a lot of | much, many |
| tons of, heaps of | large quantities of, a number of |
| totally | completely, strongly |
| really, very | definitely |

**Letter Expressions – Informal & Formal**

| **Informal** | **Formal** |
| --- | --- |
| Hi Robert, | Dear Sir or Madam |
| Just wanted to let you know… | I am writing to inform you… |
| Love, | Yours sincerely, Yours faithfully, |
| Cheers, |  |
| Yours Truly, Best regards, kind regards |  |
| Hope to hear from you soon | I look forward to hearing from you |
| You can call me if you need anything | Please do not hesitate to contact me |

**Abbreviations – Informal & Formal**

| **Informal** | **Formal** |
| --- | --- |
| ASAP | as soon as possible |
| T.V. | television |
| photo | photograph |
| cell | cell phone |
| net | Internet |

**Slang – Informal & Formal**

| **Informal** | **Formal** |
| --- | --- |
| kids | children |
| bad | negative |
| good | positive |
| really big | considerable |
| right | correct |
| wrong | incorrect |
| smart | intelligent |
| cheap | inexpensive |
| loaded | rich |