

## BEC Writing Test: Informal vs. formal vocabulary

Remember to use formal vocabulary, rather than the informal equivalent in your formal writing. On the following page you can find a selection of informal and opposing formal expressions. The list is divided into *verbs*, *transitions (cohesion devices)*, *emphasis phrases*, *abbreviations* and *slang words*.

### 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 is 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

### 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

### 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