

to develop

powerful

actually

a conversation

it is

to contact

do not

will you?

dispirited

to support

to share your dilemmas with

anyway

a significant number

a dispute

Should you require any further information

it should be emphasised

on numerous occasions

to evolve

#### IN FORMAL STYLE USE:

|                                         |                                                                                                     |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------|
| full forms                              | <ul style="list-style-type: none"><li>•</li><li>•</li></ul>                                         |
| formal quantifiers and qualifiers       | <ul style="list-style-type: none"><li>•</li><li>•</li></ul>                                         |
| indirect forms of addressing the reader | <ul style="list-style-type: none"><li>•</li></ul>                                                   |
| single verbs                            | <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>                     |
| other formal words and expressions      | <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul> |

#### AVOID:

|                          |                                                             |
|--------------------------|-------------------------------------------------------------|
| spoken discourse markers | <ul style="list-style-type: none"><li>•</li><li>•</li></ul> |
| question tags            | <ul style="list-style-type: none"><li>•</li></ul>           |