

FORMAL / INFORMAL LANGUAGE

In the following slides, you will find formal alternatives to (semi)informal structures.

Remember in formal emails we should not give personal likes or dislikes, and avoid verbs like 'want', 'love', and similar.

Keep the information as professional/academic as possible

FORMAL / INFORMAL LANGUAGE

INFORMAL LANGUAGE:

I am interested in taking a course on ... because I like helping people and in my free time I would like to...

FORMAL VERSION:

I am interested in taking a course on ... because one of my main goals is to contribute to society both professionally and personally.

FORMAL / INFORMAL LANGUAGE

INFORMAL LANGUAGE:

Since I was 5 I have loved ...

FORMAL VERSION:

... has been among my interests from an early age.

FORMAL / INFORMAL LANGUAGE

INFORMAL LANGUAGE:

I would like to run the family business and I believe I can do it as well as my father

FORMAL VERSION:

I have always aimed at successfully running the family business.

FORMAL / INFORMAL LANGUAGE

INFORMAL LANGUAGE:

I am writing to you because I have some questions about your university

FORMAL VERSION:

I am writing this email regarding the course offers at your university.

I am writing this email in order to obtain information about your university

FORMAL / INFORMAL LANGUAGE

INFORMAL LANGUAGE:

I am the student with the highest marks

FORMAL VERSION:

My main objective has always been obtaining great results and I intend to do so at your university.

See my grades attached.

FORMAL / INFORMAL LANGUAGE

INFORMAL LANGUAGE:

Studying in English will give me different opportunities, like for example, travelling to other countries

FORMAL VERSION:

Studying in English will give me different opportunities, helping me reinforce the ability to develop my language skills professionally.