

Spotlight on writing an analysis: using a formal writing style

Writing an analysis is a formal communicative situation. Consequently, you have to adapt your language to this situation. How does this work in English? Check it out with the help of the following tips.



The cleverest trick for a good formal writing style is:

“Don’t write as you would speak.”

Golden rules for using a formal writing style

- # Rule no. 1 Use long forms (e. g. do not, has not, it is, you are).
- # Rule no. 2 Use explaining words and phrases (e. g. This means that ..., This is because ...)
- # Rule no. 3 Don’t use slang words (e. g. wanna).
- # Rule no. 4 Don’t use the first person singular, use “you” or “it” instead.
- # Rule no. 5 Use linking words to connect your ideas.



Exercise: Re-write the following text in a formal writing style.

Informal English:

Eoin’s kind of a freak. He’s kicking everybody’s ass¹. Noone likes him. They all kind of hate him and they don’t wanna hang out with him. It’s all his fault. He shouldn’t act like an ass. Thanks a lot I don’t have to sit next to him. It’s been a while since he last freaked everybody out. Thank God! There’s a lot wrong with this guy.

Your text in formal English:



Klicken oder tippen Sie hier, um Text einzugeben.

¹ to kick everybody’s ass – mit jeder/m Ärger anfangen