

Name _____

Formal Tone Shift Answer Key

Accept varied wording if the register is clearly formal and precise.

1. The results are unexpectedly revealing and indicate that the plan was ineffective.
2. The author addresses several significant issues but provides limited analysis.
3. Errors in the data required the analysis to be repeated.
4. The policy proved ineffective and resulted in adverse consequences for many individuals.
5. I am writing to inform you that I will be unable to attend the meeting next week.
6. The study does not establish causation but suggests a possible connection.
7. There are numerous reasons why the argument lacks validity.
8. Please forward the information at your earliest convenience.

Teacher's Guide

- Skill focus: Revising informal language into an **academic and professional register**.
- Time: 10 to 15 minutes; designed to fit one page.
- What to assess:
 - Removal of casual language and vague phrasing.
 - Use of precise verbs and neutral tone.
- Differentiation:
 - Support: Provide a short list of formal substitutes such as indicate, establish, demonstrate, and request.
 - Challenge: Require students to identify which words shifted register and explain why.
- Engagement:
 - Pair edit: Students exchange revisions and highlight the most improved phrase.
- Extension:
 - Writing transfer: Students revise one paragraph from an essay or email draft using the same formalization strategies.