

Name \_\_\_\_\_



## Formal Tone Shift

**Directions:** Rewrite each sentence to match a **formal academic or professional register** suitable for essays or emails. Keep the meaning the same while improving tone, word choice, and clarity.

1. I think the results are kind of surprising, and they show the plan did not really work.

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2. The author talks about a lot of stuff that matters, but does not go into much detail.

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3. We found out that the data was messed up, so we had to redo the analysis.

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4. The policy was a bad idea, and it caused problems for many people.

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5. I am writing to let you know that I cannot make the meeting next week.

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6. The study did not prove anything, but it sort of hints at a connection.

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7. There are tons of reasons why the argument does not hold up.

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8. Please send me the info as soon as you get a chance.

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