

LANGUAGE: **Spoken English** **vs. Written English**



The following sentences are all written in an informal, conversational style. Rewrite them so that they sound more formal, using the word in brackets.

(Die folgenden Sätze sind alle eher informell, so wie in einer Unterhaltung. Schreibe sie so um, dass sie formeller klingen, und benutze dabei das Wort in Klammern)

1. I said sorry for not showing up on time. (apologize)

→ _____

2. They never answered my email. (reply)

→ _____

3. You need to ask the headmaster about that. (inquiry)

→ _____

4. Our relationship has been harmonious up to now, so we cannot understand this problem.

(hitherto)

→ _____

5. You need to pay, and if you don't, we will stop all deliveries to you. (failing that, outstanding)

→ _____

6. We think this is your fault. (opinion, blame)

→ _____

7. We are sorry to tell you ... (regret, inform)

→ _____

SOLUTION

1. I apologized for not being there on time/ being delayed.
2. They never replied to my email.
3. You need to direct your inquiry to the principal.
4. Since our relationship has hitherto been harmonious, we are unable to understand this problem.
5. We require you to pay, and, failing that, we will cancel all outstanding deliveries.
6. In our opinion, you are to blame.
7. We regret to have to inform you ...