

## 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, gonna).
- Rule no. 4** Don't use emojis or words you would use in a smartphone message (e.g. BTW, LOL)
- 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 ass<sup>1</sup>. Nobody 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 that. I'm happy I don't have to sit next to him LOL. 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:



<sup>1</sup>to kick everybody's ass – mit jeder/m Ärger anfangen