

## Attachment: <Formal vs. Informal>

Number of attachment	<b>EUPANEXT_LO_88_M_001_Att_1</b>
Work Area Code and Title	<b>13 Foreign Languages</b>
Unit Code and Title	<b>3.24 DEAL VERBALLY WITH KEY WORK TASKS OR ROUTINE DISCUSSIONS</b>

Distinguish between the formal and informal words/expressions.

INDICATE WITH ✓	FORMAL	INFORMAL
1. say sorry		
2. go up		
3. go down		
4. set up		
5. look at		
6. blow up		
7. find out		
8. bring about		
9. put off		
10. rack up		
11. make up		
12. stand for		
13. find out		
14. apologize, apologise		
15. increase		
16. decrease		
17. establish		
18. examine		

19. explode		
20. discover		
21. cause		
22. postpone, delay		
23. accumulate		
24. fabricate		
25. represent		
26. discover, ascertain		
27. point out		
28. go against		
29. get in touch with		
30. It's about		
31. need to		
32. think about		
33. get		
34. put up		
35. deal with		
36. seem		
37. show		
38. indicate		
39. oppose		
40. contact		
41. It concerns, It's in regards to		
42. required		
43. consider		
44. obtain		
45. tolerate		
46. handle		

<b>47. appear</b>		
<b>48. demonstrate, illustrate, portray</b>		
<b>49. Anyways</b>		
<b>50. Plus/Also</b>		
<b>51. But</b>		
<b>52. So</b>		
<b>53. Also</b>		
<b>54. ASAP</b>		
<b>55. Okay, OK</b>		
<b>56. In the meantime</b>		
<b>57. I think</b>		
<b>58. In the end,</b>		
<b>59. To sum up</b>		
<b>60. In a nutshell/Basically</b>		
<b>61. Anyway,</b>		
<b>62. All right</b>		
<b>63. Well,</b>		
<b>64. To top it all off,</b>		
<b>65. On top of it all,</b>		
<b>66. Nevertheless</b>		
<b>67. Moreover/ Furthermore</b>		
<b>68. However</b>		
<b>69. Therefore/Thus</b>		
<b>70. In addition, Additionally</b>		
<b>71. as soon as possible/at your earliest convenience</b>		
<b>72. acceptable</b>		
<b>73. In the interim</b>		
<b>74. In my opinion,</b>		



<b>75. Finally</b>		
<b>76. In conclusion,</b>		
<b>77. To summarize,</b>		
<b>78. Notwithstanding</b>		
<b>79. Acceptable</b>		
<b>80. lots of/ a lot of</b>		
<b>81. tons of, heaps of</b>		
<b>82. totally</b>		
<b>83. really, very</b>		
<b>84. much, many</b>		
<b>85. large quantities of, a number of</b>		
<b>86. completely, strongly</b>		
<b>87. definitely</b>		

