10.8 Synonyms for Formal Writing: 10-minute Pack

about 10 minutes

Total Marks

Name: _____ Date: ____ / ____ / _____

Answer ALL questions.

A Report to the School Council: Reducing Litter in the Dining Hall

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Report to the School Council: Reducing Litter in the Dining Hall

Prepared by the Year 6 Eco Committee

Several pupils have noticed that litter has become a considerable problem in the dining hall this term. The bins are consistently overflowing by the end of the lunch period, and a significant amount of packaging is left on the tables afterwards. This report outlines three recommendations that the committee believes would improve the situation considerably.

Firstly, the committee recommends that additional bins be purchased and positioned near the exit doors. Secondly, clearer signs should be displayed to remind pupils to dispose of their rubbish responsibly. Finally, the committee suggests that a rota of monitors could assist with tidying the hall after each sitting.

If these recommendations were adopted, the committee is confident that the dining hall would become a considerably more pleasant environment for everyone. The committee would therefore be grateful if the governors could consider this proposal at their next meeting.

1 Tick the more formal synonym for the informal word given in each part. Formal words like these are used in reports, letters and other formal writing.

(a) kids **(1)**

- ☐ A) mates
- ☐ B) pupils
- ☐ C) buddies

(b) got **(1)**

- ☐ A) grabbed
- ☐ B) received
- ☐ C) nabbed

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(c) said **(1)**

- ☐ A) reckoned
- ☐ B) stated
- ☐ C) blabbed

(d) a lot of **(1)**

- ☐ A) loads of
- ☐ B) a considerable amount of
- ☐ C) tons of

(e) big **(1)**

- ☐ A) considerable
- ☐ B) proper big
- ☐ C) massive

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2 Circle the four words in the sentence below that show formal register. The sentence is taken from the report to the school council.

The committee recommends that additional bins be purchased and positioned near the exit doors.

(4)

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3 Complete each sentence with a more formal connective from the box, to replace the informal connective shown in brackets. Each word from the box is used once.

Word bank: however | therefore | furthermore

(a) The bins were emptied twice a day; ___, they still overflowed. (but) **(1)**

(b) Litter attracts pests; ___, it must be dealt with quickly. (so) **(1)**

(c) The bins need replacing. ___, new signs should be added. (also) **(1)**

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4 The paragraph below is written for a friend, not for a school report. It contains four words or phrases, shown in single quotes, that are too informal for formal writing. Rewrite the paragraph, replacing all four with more formal synonyms.

'Loads of' rubbish is left on the tables every day, and 'kids' do not seem to care. The caretaker thinks the school should 'sort out' the problem quickly, and everyone 'reckons' new bins are needed.

(4)

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Mark scheme · 10.8 Synonyms for Formal Writing: 10-minute Pack

Question 1

(a) B ticked (pupils) cao	B1
(a) Answer: **B) pupils**	
(b) B ticked (received) cao	B1
(b) Answer: **B) received**	
(c) B ticked (stated) cao	B1
(c) Answer: **B) stated**	
(d) B ticked (a considerable amount of) cao	B1
(d) Answer: **B) a considerable amount of**	
(e) A ticked (considerable) cao	B1
(e) Answer: **A) considerable**	

Question 2

recommends circled	B1
additional circled	B1
purchased circled	B1
positioned circled (committee is also a formal word: accept it in place of any one of the four words above)	B1

Answer: **recommends, additional, purchased, positioned**

Question 3

(a) however cao	B1
(a) Answer: **however**	
(b) therefore cao	B1
(b) Answer: **therefore**	
(c) furthermore cao	B1
(c) Answer: **furthermore**	

Question 4

'Loads of' replaced with a formal equivalent, e.g. a considerable amount of, a significant amount of (oe)	B1
'kids' replaced with pupils / children (oe)	B1
'sort out' replaced with a formal equivalent, e.g. resolve, address (oe)	B1
'reckons' replaced with a formal equivalent, e.g. believes, considers (oe)	B1

Answer: **e.g. A considerable amount of rubbish is left on the tables every day, and pupils do not seem to care. The caretaker thinks the school should resolve the problem quickly, and everyone believes new bins are needed.**

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