

**Handout 21: Sorting formal and informal phrases (English)**

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| **Not suitable for a formal report****(informal, personal, active, concrete and specific)** | **Suitable for a formal report (formal, impersonal, passive, abstract and general)** |
| I decided to vote for the \_\_\_\_\_\_\_\_ bid because … | The meeting was held to discuss … |
| You hear each of the bids in turn and then … | Presentations were made on behalf of … |
| Anyway, once we’d heard the bids we … | The first organization to present its bid was … |
| The daftest point they made was … | The main arguments supporting the bids were … |
| What made everyone laugh was … | Following the presentation all the bids … |
| I explained to the meeting … | After much discussion it was agreed that … |
| It was really boring because … | The conclusion reached by the Council … |
| My friend Jacky thought that … | Unanimity was achieved by … |
| Well, in the end, the Council decided that … | The key reasons why the winning bid was successful were … |