

## General academic style

- **Avoid phrasal verbs**
- **No contractions (e.g. don't, he'll)**
- **Formal and impersonal language**
- **Avoid simplification and generalization**
- **Write clearly and to the point**

### **A) Replace the phrasal verb with one of the words below.**

Fluctuate, raise, establish, propose, intervene, investigate, reduce, eliminate

1. It is difficult for schools to get rid of the problem of truancy. \_\_\_\_\_
2. The committee had great problems with finding out what exactly happened.  
\_\_\_\_\_
3. It is believed that the management is aware of the current situation and will therefore step in if there is a problem. \_\_\_\_\_
4. The detectives have been looking into the case for 15 years. \_\_\_\_\_
5. Žofie put forward an idea that was met with a round of applause. \_\_\_\_\_
6. This issue was brought up during the Q&A. \_\_\_\_\_
7. The price of potato has lately gone up and down very often. \_\_\_\_\_
8. The number of employees has been cut down recently. \_\_\_\_\_

### **B) Replace the contractions in the following sentences with more suitable forms where necessary.**

1. Your presentation doesn't look well-prepared. \_\_\_\_\_
2. We'll have to conduct another research. \_\_\_\_\_
3. The research team's currently stationed in Alaska. \_\_\_\_\_
4. Firing Jonáš isn't in the company's interest. \_\_\_\_\_
5. The dean's leaving his post for a more promising career in Malá Lhota.  
\_\_\_\_\_



6. The stabbed man's last words were, "What are you going to do with the knife, stab me?"

\_\_\_\_\_

7. You'd better start working on the project soon, Květa. \_\_\_\_\_

**C) Rewrite the following sentences into a more academic (impersonal) style.**

1. You can use this simple trick when communicating with adults as well.

\_\_\_\_\_

2. You can only do this after the proposal has been accepted.

\_\_\_\_\_

3. The sales from the last year have been generally good, but you should note that there has been a small decline in few key cities.

\_\_\_\_\_

4. In the final section of the contract, we will summarize the general terms of agreement.

\_\_\_\_\_

**D) Rewrite the following statements so that they sound less generalizing.**

1. Today no one uses cash when paying for all their shopping.

\_\_\_\_\_

2. Drinking alcohol is bad for you.

\_\_\_\_\_

3. Global warming will have grave consequences for the whole world.

\_\_\_\_\_

4. No one could complete a marathon without rigorous training.

\_\_\_\_\_

5. Women are worse drivers than men.

\_\_\_\_\_

**E) Rewrite the sentences so that they are clear or without redundant information.**



1. The man was bitten by the snake with a red jacket. (misplaced modifier)

---

2. Walking home from his work, a dog attacked Alois. (dangling modifier)

---

3. Because Mahulena was illiterate and could neither read nor write, the other students ridiculed her.

---

4. Because of the fact that they hadn't totally and completely read all the texts required for the class, they lacked in the ability to do the writing for the purpose of the class exercise.

---