

Use mostly the 3<sup>rd</sup> person

### less formal

**1<sup>st</sup> person**  
I  
we  
↓  
My essay will discuss...  
We think the college should provide more courses.

**2<sup>nd</sup>**  
you  
↓  
You can see the advantages.

### more formal

**3<sup>rd</sup>**  
he / she / it  
they  
↓  
The writer argues...  
The evidence shows...  
Opponents of this view say...  
This essay will discuss...  
Many people think the college should provide more courses.  
More courses should be provided.  
It is possible to see the advantages.  
The advantages can be seen.

Use the passive sometimes

**Active**  
I wrote the essay in two days.

**Passive**  
The essay was written in two days.

Don't use questions

**Direct**  
Why do we have tests?

**Indirect**  
We should discuss why we have tests.  
There is some debate over the need for tests.

Use different types of sentence; link ideas

**Simple, compound**  
The NHS was established after World War Two. The war had nearly bankrupted the country. There was a lack of money. A free health service was provided and it was paid for by income tax and National Insurance. It employs over a million people so it is now one of the largest organisations in the world. It can be argued that its size has become a problem. Some believe that we should now introduce limited charges to cover the increasing costs. Others argue that it should always be free.

**...and complex**  
The NHS was established after World War Two **which** had nearly bankrupted the country. **Despite** the lack of money, a free health service was provided, **paid** for by income tax and National Insurance. **Employing** over a million people, it is now one of the largest organisations in the world, **though** it can be argued that its size has become a problem. Some believe that we should now introduce limited charges to cover the increasing costs. **However**, others argue that it should always be free.

Use more nouns instead of sentences / verbs

**Sentences/verbs**  
A person is unlikely to succeed if they do not work hard.  
Consider how long the course is.  
This essay will discuss how much damage has been done.  
When students graduate, they often expect to find work.

**Nouns**  
Success is unlikely without hard work.  
Consider the length of the course.  
This essay will discuss the extent of the damage.  
On/After graduation, students often expect to find work.

Sample use only