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Formal Word Choice in Notices and Reports

Medium | B1 | Intermediate | Adverb | Clause | Comma | Future tense | Punctuation | Sentence | Verb | Simple tense | Collocations

1. The traffic department is writing a report. Help the team finish it. Choose the link that shows a result and keeps the two complete sentences separate.

The bridge was closed_____ buses stopped at the station on this side of the river.

Choose the correct option for each gap.

A) , therefore
B) . Therefore,
C) . However,

2. Complete the ticket office's message to its customers. Choose the phrase which uses the more formal verb 'request' instead of 'ask for'.

The concert was canceled, so the ticket office is posting this update: "You can ___ a refund online."

Select one.

A) request for
B) request to
C) request

3. Complete the library's booking notice. Choose a more formal verb which means the same as "get" here.

The system automatically sends you an email when you make a reservation. After you book a study room, you will _____ a confirmation email.

Choose the correct option for each gap.

A) obtain
B) become
C) receive

4. Choose all the changes that make the report of the concert organisers shorter. Each change must use a single verb in place of a multi-word verb expression, keep the same meaning and be grammatically correct.

The report describes what happened when a community concert was delayed and how a ticket holder asked for their money back.

Select all that apply.

A) find out what caused the delay ' discover what caused the delay
B) put off the inspection ' cancel the inspection
C) look into the complaint ' investigate the complaint
D) fill in the refund form ' complete in the refund form
E) push back the sound check ' postpone the sound check
F) ask for a refund ' request a refund

5. The events team is writing an update about a canceled workshop. Choose a more formal way of saying "ask for."

You can _____ a refund online.

Choose the correct option for each gap.

A) request for
B) requesting
C) request

6. The municipal transport office is writing a notice about the snow. Choose the word that explains why the buses are changing their route.

The bridge across the river is closed because of the snow. _____, the buses will make a detour through the city center.

Choose the correct option for each gap.

A) However
B) Therefore
C) For example

7. The library wishes to make its notice sound more formal. Choose one more formal verb to replace "get" without changing the meaning.

The library sends the email automatically when you sign up for a card: "You'll get a confirmation email as soon as you sign up."

Select one.

A) obtain
B) receive
C) become
D) send

8. Complete the library's signup notice. Choose a more formal word for "get" when someone sends you something.

After you sign up, you will automatically _____ a confirmation email.

Choose the correct option for each gap.

A) obtain
B) become
C) receive

9. The library is revising its notice of repairs. Choose ALL the edits that use a linking adverb in place of **but** or **so**, keep the meaning the same, and use correct punctuation.

The notice says: "The main entrance is closed for repairs, so visitors must use the side door. The lobby is closed, but the outdoor return slot is still open."

Select all that apply.

A) The main entrance is closed for repairs. Therefore, visitors must use the side door.
B) The main entrance is closed for repairs. However, visitors must use the side door.
C) The main entrance is closed for repairs, therefore visitors must use the side door.
D) The lobby is closed. However, the outdoor return slot is still open.
E) The lobby is closed. Therefore, the outdoor return slot is still open.