B1 **CLASS NOTES**
BUSINESS ENGLISH

Stop turning verbs into nouns

Grammar: nominalisation — when to use verbs and when to use nouns

NATeacher
Where language meets opportunity.

1 KEY VOCABULARY

nominalisation	*n.*	using a noun made from a verb
sophisticated	*adj.*	complex and intelligent-sounding
straightforward	*adj.*	clear and easy to understand
rephrase	*v.*	say again in different words
usage	*n.*	the way something is used
breakage	*n.*	damage when something breaks
utilise	*v.*	formal word for "use"
statement	*n.*	an official written or spoken account
receipt	*n.*	a paper that shows you paid
formality	*n.*	a serious, official style

2 USEFUL PHRASES & EXPRESSIONS

- **make a decision** — *verb: decide*
- **There has been an increase in…** — *verb: … has / have increased*
- **carry out an investigation** — *verb: investigate*
- **reach an agreement** — *verb: agree*
- **give approval** — *verb: approve*
- **result in breakage** — *verb: break*

6 CULTURE & BUSINESS INSIGHT

★ **Formality is not importance**

The video explains that writers sometimes use formality to make information sound more important than it is. If a sentence sounds unremarkable when you simplify it, perhaps it is not worth mentioning.

3 THE KEY POINT

Nominalisation = verb → noun (*decide* → *decision*). It adds words. Prefer **verbs** for clear writing; use a **noun** when it is the natural word or makes the sentence clearer.

There has been an increase in sales. → **Sales have increased.**

Incorrect usage of the printer could result in breakage. → **Use the printer correctly so you don't break it.**

Natural noun: **I have a receipt for this t-shirt.**

4 QUICK PRACTICE

Rewrite with a verb.

1. We had a discussion about the budget. → We _____
2. There was a reduction in costs. → Costs _____
3. They gave approval to the plan. → They _____
4. She made a suggestion to change the date. → She _____

5 ANSWERS & EXPLANATION

Answers: 1 discussed the budget · 2 were reduced / fell · 3 approved the plan · 4 suggested changing the date

Each noun phrase (**had a discussion, a reduction in, gave approval, made a suggestion**) becomes one clear verb. The sentence is shorter and the meaning is the same.

Today's resource: Stop turning verbs into nouns: Business writing skills part 6 (Ohst en Words, YouTube) · https://www.youtube.com/watch?v=_e7IWDuF1sk

> *"Strong ideas don't need heavy words.*

