**Example: Y9 History, Report writing exercise**

BEFORE

This is a report on who was responsible for the sinking of the Titanic. This report will tell you the names of some of the people who caused the disaster and explain how it was their fault. My report will discuss what could have happened if these people weren’t careless and too worried for first class’s needs, and instead focused on the safety of everyone.

AFTER

This ~~is a~~ report **considers** who was responsible for the sinking of the Titanic. This report ~~will tell you the~~ names ~~of~~ some of the people who caused the disaster and explains how it **could have been** their fault. **The** report will discuss what could have happened if these people **were less** careless and ~~too worried for first class’s needs, and instead~~ focused on the safety of everyone **instead of just first class passengers**.

[This is just one suggestion for how the paragraph might be altered. There are many other ways of improving it. Notice that, here, some of the changes that effect formality overlap with modality]