



Please find my application for the post of assistant manager.



'So, tell me why you've applied for this job?'

Presentation

'Nominalisation' is when you form nouns from other parts of speech, especially from verbs and adjectives. We often use nominalisation in more formal texts (e.g. reports, emails or letters, formal presentations).

- Verb → noun nominalisation

I applied for the job. → Please find attached my application for the post.

Did you receive my letter? → Please acknowledge receipt of this letter.

- Adjective → noun nominalisation

I'm pleased by your interest. → I would like to express my pleasure at your interest.

I appreciate your interest. → I'd like to express my appreciation for your interest.

Note: When we nominalise, we often add a preposition after the noun such as *receipt of*, *appreciation for*.

- Other types of nominalisation

We can use nouns to replace relative pronouns such as *who*, *when*, *why*, *what* and *where*.

I don't know why they didn't come. → I don't know the reason for their absence.

Can you tell where you are? → Can you tell me your location?

I can't remember when it happened. → I can't remember the occasion.

Does the journalist know who did it? → Does the journalist know the identity of the person?

I couldn't tell you how it was done. → I couldn't tell you the method that was used.

I don't know what the film is about. → I don't know the plot of the film.

1 Nominalise these words by writing the noun form. Use a dictionary to help you, if necessary.

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|---|-------------------|-----------|----|--------------------|-----------|
| 1 | complain (v) | (n) | 7 | admire (v) | (n) |
| 2 | receive (v) | (n) | 8 | collect (v) | (n) |
| 3 | grateful (adj) | (n) | 9 | refer (v) | (n) |
| 4 | generous (adj) | (n) | 10 | achieve (v) | (n) |
| 5 | fashionable (adj) | (n) | 11 | intend (v) | (n) |
| 6 | inspire (v) | (n) | 12 | enthusiastic (adj) | (n) |

2 Rewrite the first sentences making the word in bold into a noun.

- I **refer** to your letter dated the first of January ...
With reference to your letter dated the first of January ...
- Blues and greens are **fashionable** this spring.
Blues and greens are this spring.
- Everyone is **supportive** about your new plan.
Your new plan has everyone.
- I don't **intend** to change.
I have no changing.
- Thank you for being so **generous**.
I really appreciate
- He **inspires** so many young people.
He's to so many young people.
- They **collect** stamps from all over the world.
They are from all over the world.
- Two customers **complained** about your behaviour this week.
We've had two your behaviour this week.

3 Rewrite the question using the nouns in brackets.

- I don't know why they've changed the rules again. (reasons for)
I don't know
- Can you tell me where he works? (location / company)
Can you tell me
- I can't remember when their anniversary is. (date)
I can't remember
- Does anyone know who committed the crime? (identify / criminal)
Does anyone
- I have no idea what the novel is about. (story)
I have no idea