



Please find attached my application for the post of assistant manager.



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

Presentation

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

Verb → noun nominalization

*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 nominalization

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

*We were **disappointed** by the decision. → The **decision** was a great disappointment to us all.*

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

Other types of nominalization

We can use nouns to replace relative clauses with 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.*

Exercises

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

- | | | | |
|---------------------|-----------|-----------------------|-----------|
| 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 don't know what the novel is about. (story)
I don't know