We prefer to use *do so* (and not *do it/that*) when we refer to an activity or a series of actions rather than a single, specific action:

Anyone wishing to interrupt *with questions should feel free to **do so**.*

When you plan to get fit *, you should only **do so** within a planned exercise programme.*

Do so tends to be more formal than *do it/that*.

⚠ ✗ ~~Schools should encourage teachers to attend conferences and give them time off to do it.~~
   ✓ *Schools should encourage teachers to attend conferences and give them time off to **do so**.*

3 Substituting clauses with *it*, *this* or *that*

We use the pronouns *it*, *this* or *that* to refer back to an action in a previous clause/sentence:

I broke his camera and he was really upset about it. (*it* = breaking his camera)

This and *that* are more emphatic than *it*; they bring the focus onto the action they refer to:

*Many of the latest models have been recalled because of a fault in the steering. **This** has caused embarrassment to the manufacturers.*

ACADEMIC ENGLISH *This* and *these* are very common in academic English, where they usually refer to a previous statement/statement(s):

*... they may improve the impact resistance of some materials. **This** still requires confirmation ...*

4 Substituting clauses with *so* and *not*

To avoid repetition, we can use *so* rather than a *that* clause after these verbs:

> appear assume be afraid believe expect guess hope imagine presume remain seem suppose suspect think

Was that a tear in the defendant's eye as he described the incident?
[She believed that it was.] ✓ *She believed **so**.*

With most other verbs we do not use *so*:

The officer asked Martina if the door was open. → ✗ ~~She remembered so.~~
   ✓ *She remembered that it was.*

We usually form the negative by adding *not* to the auxiliary *do*:
*They hoped that the hotel would have a restaurant but they **didn't** presume **so**.*

More formally, we can use *not* with all of these verbs (except *remain*), without using the auxiliary:

*Would the average person intervene in a violent incident? From this report it appears **not**.*
*They queried whether the document had been countersigned by two witnesses, but I believed **not**.*
✗ ~~The child appeared agitated when his father entered the room, but he remained not for long.~~
✓ *The child appeared agitated when his father entered the room, but he **didn't remain so** for long.*

⚠ We do not use a *that* clause after *so*:

✗ ~~The interviewer asked if respondents believed ministers were taking green issues seriously and 61 percent replied that they thought so that they were.~~
✓ *The interviewer asked if respondents believed ministers were taking green issues seriously and 61 percent replied that they **thought so**.*

We can substitute *if* clauses with *if so* (positive) and *if not* (negative):

*Please check **that the amendments to your policy are correct**. **If so**, you need take no action.*
(*if so* = if the amendments are correct)

*We hope that all your dealings with the bank are satisfactory. **If not**, please see the enclosed leaflet outlining our complaints procedures.*
(*if not* = if your dealings with the bank are not satisfactory)