

# REVIEW CLASS #03

| Native Talk

## Native Talk

Let's remember some specific points and understand some details from Jen's classes!

# 1. Note how you broke down responsibilities into bite-size chunks in order to get the project across the finish line.

*Repare em como você dividiu as responsabilidades em porções menores para conseguir fazer o projeto atravessar a linha de chegada.*

- **Note:** can be used as remark, comment on.
- **Break down into parts:** to describe something in more detail and take a closer look at different parts individually.
- **Bite-size:** compound nouns are very useful when describing activities and actions - **follow-up/high-tech/close-up/long-term/one-sided/eye-opening/fifty-fifty/get-together.**
- **Get something across:** take it to the other side.

## 2. First and foremost, each party must clearly define its own goals and objectives.

*Antes de qualquer coisa, cada parte deve definir seus próprios objetivos com clareza.*

### 2.1 Secondly, each party must anticipate the goals of the opposition.

*Em segundo, cada parte deve antecipar as metas da oposição.*

- **First and foremost:** initiating a presentation or a sequence of ideas.
- **Firstly/secondly/lastly/finally:** giving an order to the ideas you are showing.

- **Must**: strong obligations, is commonly too strong for daily use. It is also used when making assumptions based on evidence “that **must** have been a tough decision”, “the lecture **must** have been incredible.
- Difference between **goals** and **objectives**: goals are **final outcomes** and objectives are the **smaller achievements** and **actions** involved in the process.

### 3. However, more often than not we need to be careful about how we share our thoughts.

*No entanto, normalmente nós precisamos ser cuidadosos com a forma que compartilhamos nossos pensamentos.*

#### 3.1 So as not to offend the other person's feelings.

*De modo a não ofender os sentimentos da outra pessoa.*

- **However:** used as “**despite that**” or “**whatever manner/form**”.
- **More often than not:** normally/usually.
- **So as not to:** similar to “**in order to**”, to show your intention.  
“She delivered the contract early **so as not to** make the situation worse”.

## 4. What qualifies as constructive and is therefore worth paying attention to?

*O que se qualifica como “construtivo” vale a pena, portanto, prestar atenção?*

- Questions without an auxiliary and without word inversion: the “question word” is the subject “who initiated the renewal?” “what part matters most?” “what makes you feel motivated?”
- Questions ending in prepositions: the preposition comes after the action in the question “Who are you working with?” “What podcast are you listening to?”

## 5. Introduce others. Always introduce people to others when the opportunity arises.

*Apresente os outros. Sempre apresente as pessoas a outras quando a oportunidade aparecer.*

### 5.1 Everyone, this is Ryan Johnson, he is our HR manager.

*Pessoal, este aqui é o Ryan Johnson, ele é nosso gerente de RH.*

- Say “**this is**” before the person’s name when the person is near you.
- “**Our HR manager**” is used because the person is an employee at the same company. When introducing someone from a different place, that must be identified accordingly “**This is** Anna Fuentes, **she is the economist** that will speak at our lecture today”, “**this is** Thomas Evans, **he is my manager**”.



## 6. Always say “please” and “thank you”. This is a basic form of courtesy, especially when dealing with English native speaking countries.

*Sempre diga “por favor” e “obrigado”. Essa é uma forma básica de cortesia, especialmente em situações em países de língua inglesa.*

### 6.1 I really appreciate your help.

*Fico muito grato pela sua ajuda.*

- When making a request, it's important to keep in mind the adequate modals, such as “could” and “would” but also adding “please”.
- Ways to say “thank you” may vary, after “appreciate” a noun is most commonly used “I appreciate your kindness”, “we appreciate your opinion”.
- After “thank you” you can mention an action or a noun “thank you for helping us”, “thank you for your attention.”

! Não esqueça de fazer a prática no  
**MEMORIZATION**  
● **HACK**