

REVIEW CLASS #03

I Writing

Writing

In this class we'll look back on some points from Teacher Luis's writing classes. Especially focusing on appropriate ways to start and finish email, as well as some expressions. (This PDF doesn't contain translations because it is based on our writing classes).

1. Dear Ms. Fischer, I am writing to you in order to apply for the job posting.

- **“Greetings”** is an alternative when not mentioning names and for sending emails to groups of people. It is also more cheerful than **“dear...”**.
- **“Ms.”** and **“Mr.”** plus the person's last name is always the most appropriate for work environments unless you are close to the person.
- **“In order to arrange”** means “com a finalidade de organizar/marcar”.
- **“I’m sending you this message to...”** is an alternative to **“In order to”** when explaining the reason for sending the email.

2. Thank you so much for your consideration. Kind regards, David Smith.

- ***“Thank you for your consideration”*** is usually best after an email that involves requests.
- ***“Thank you for your attention”*** is the different option for when you are not making a request.
- ***“Kind regards”*** or ***“best regards”*** - finishing polite and formal emails in general.

3. **As you will see in my attached resume, I have built my career throughout the last decade by working in a series of different roles.**
- ***“Throughout the last decade”*** - Ao longo da última década.
 - ***“Throughout the last quarter”*** - good for specifying time but can be used for sources and media ***“Throughout the book”***, ***“throughout the project”***.
 - ***“As you will see in the attachment/the attached Powerpoint presentation/the attached worksheet”*** are different ways of mentioning the attachment.

4. We're team players through and through.

- Through and through - Completely, totally, fully - You are a perfectionist through and through.

5. I need to send a number of approval requests by early afternoon.

- Difference between ***“by”*** and ***“until”***.
- ***“I’ll keep trying until the end of the shift”*** - the action will be done continuously until the mentioned moment.
- ***“It should be done by the end of the shift”*** - the action will be finished before the mentioned moment, which is a deadline.

6. We have set aside some time to rethink our priorities and goals, as per last week's considerations.

- *“Let you know/let me know”* - avisar/informar - *“Let me know when you decide”, “I’ll check and let you know.”*
- *“Set aside”* - reserve some time or reserve something physically - *“We set aside a few days for quality control.”*
- *“Rethink”* - attention to the *“re”* prefix - *“Redo, restructure, rebuild.”*
- *“As per”* - de acordo com - *“As per our last discussion”, “as per last week’s considerations.”*
- *“As per usual”* - de acordo com o costume/com o que normalmente acontece.

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