

REVIEW CLASS #02

I Writing

Writing

In this class we'll look back on some points from Teacher Luiz's writing classes. Especially focusing on alternative ways to express and connect ideas.

1. And yes, I think working on our social media profile is going to be a fantastic idea.

1.1 I'll be honest: I'm having a hard time wrapping my head around this demand for a ten-percent increase in our sales.

- “**I think**” should be avoided in repetition, it's best to use alternatives: In my opinion, to be honest, in my view, from what I can see, it seems to me that, based on my research, it's my understanding that, it is in my belief that, as far as I'm concerned, in all honesty.
- “**Wrap head around**” is very common and a positive addition to vocabulary. Alternatives: **get used to the idea**, **assimilate**, **take in the fact**.

2. Basically, we have a three-part program that focuses on what we consider to be three key soft skills: leadership, stewardship and team building.

2.2 Overall, you did a fantastic job, considering this is the first time you're writing one of these reports.

- Ending long texts with a summarizing or concluding paragraph helps make the content clearer, you can start with: in summary, overall, to sum things up, on the whole, in conclusion, finally, to conclude, in the end.
- Soft skills and hard skills: social and technical skills.

3. I feel like you could have gone into more detail regarding how much of each product we're setting aside for each client.

- “**Feel like**”: slightly informal. Formal alternatives: **feel that**, **believe**, **have the impression**, **the way I see it** (other “**I think**” alternatives from sentence 1).
- Modals + “have”: used to change the sentence into present perfect and past: **could have**, **should have**, **would have**.
- Abbreviations used in speech.
- Common saying: **coulda**, **woulda**, **shoulda**.

4. Great meeting, great lunch, that was one hell of a day. Anyway, see you at the office tomorrow.

- Positive expressions with “hell”: sure as hell, hell yes, for the hell of it. (All very informal).
- In American English expressions with “hell” and “damn” can be considered offensive by some people.
- **Anyway**: used in informal situations to change the subject or to cut people off.

5. I think it would be advisable to have your people take a look at your figures.

- Have someone do something: hire, guide or ask for someone to do a task. (Causatives: **have**, **get**). “**I had my office cleaned.**”
- “**Be**” after modals.
- “**It would be advisable**” is very formal, in informal emails and situations some alternatives are: **It's best if**, **should**, **it's wiser to**.

6. That's why I think you'd be a great addition to our team, and decided to get in touch. We're opening an R&D management position, and we're looking for someone with your profile, technical background and expertise.

- “That's why” alternatives: that being said, for that reason, in view of this, for this purpose.
- “Look” verb meaning changes according to the preposition that follows it: Look at, look for, look into, look up to.
- Someone and somebody: synonyms but “someone” is slightly more formal.

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MEMORIZATION
● **HACK**