

REVIEW CLASS #03

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. The renovation and upgrade process was necessary due to recent changes in federal guidelines regarding waste disposal and carbon emissions. In order for the plant to meet the new guidelines, the wastewater drainage system had to be rebuilt.

1.1 Plant renovation and upgrade, approved by Robert S. Walker, Dallas Head of Manufacturing Operations, on June 25th, 2018.

- Writing a report: justifying and describing your actions, and choosing the right details to include.
- **Due to:** when saying the cause for something that was done “the lecture was postponed **due to** the flight cancellation”.
Alternatives: as a consequence of/as a result of/by virtue of/by reason of.

- **Due**: another use of the word is to indicate when something is **scheduled to happen or to be finished**.
- **In order for**: indicating the purpose, used before a noun/pronoun. “**In order to**” is used before the action. “**In order for** management to reschedule the event”, “**in order to** reschedule the event.”
- Dates are said in ordinal numbers.
- Before a date that includes the number of the day we use “**on**”: “**on** June **25th/on** September **7th**”. When we don't mention the number of the day, we use “**in**”: “**in** June/**in** September.”

2. The term of this Agreement will begin on June 15th, 2019, and will remain in effect until the agreed-upon services are completed.

2.2 The Service Provider agrees to charge the Customer a fee of \$1,750,000 for the services provided.

- **Contracts:** can be between a customer (company or person) and service provider (company or person) or between employer and employee.
- **Terms and conditions:** the pre-established guidelines and limits to the service.

- **In effect:** decisions that are active until a determined time limit is reached. “This alteration will remain **in effect** until the end of the month”, “the new law has been **in effect** for a year now.”
- **Charge:** asking for money in exchange for a service or product. “They **charged** us \$40,00 for the service.”
- **Fees and taxes:** fees are payments to private or government institutions and tax (verb and object) is usually exclusive to government and revenue-related. “Mr. Hewitt charges a **fee** of \$500,00 for the translation”, “the government **taxes** these books.”

3. The issues started in January, when I accidentally closed a support ticket opened by him, before solving it. I apologized and made sure the issue he had was solved straight away, but since then he has been abusing the tech support helpdesk system.

3.1 I advised him that he was making improper use of the system, but he did not stop.

- **Reporting inappropriate conduct:** objective and formal.
- Adverbs ending in “**ly**”: when we add “**ly**” to the end of an adjective, it becomes an adverb describing manner and way of doing the action. **Intentionally, quickly, slowly, purposefully, easily, angrily, delightfully, correctly.**

- **Straight away**: similar to “**right away**”.
- **Since then**: since that moment in the past.
- **Advise**: the action of giving advice. “**Advisable**” is an adjective that means “**recommendable**”, it is used to say that it is wise to do something.

4. Weekly activities:

- Attend weekly staff meetings and discuss specific goals.
- Update tasks and goals checklist.

- **Action plan:** the more objective, the better.
- Adjectives that describe **repetitive frequency**: **daily/weekly/monthly/yearly/hourly**.
- **Attend**: takes no preposition after it - **attend meetings/attend events**.
- When speaking about an object in a general sense, without specifying one or more units, use the plural form for countable objects (**tables/events/papers/documents...**) and the singular form for uncountable objects (**advice/progress/paperwork/experience...**)
- **Update**: can be used as both a verb and an object. "We **updated** the system this morning," "the **updates** were beneficial."

5. As requested, what follows is a brief report of the technical visit to our Cavite plant, in the Philippines.

5.1 The last inspection had uncovered issues with the electrical wiring on one of our conveyor belts, which was causing it to operate under capacity, lowering our total output.

- **Technical report:** very formal and mostly consisting of raw information.
- **As requested:** “as” is a form of saying “according to” - as specified/as described/as solicited/as mentioned.
- **“What follows” alternatives:** here is/below is/described in this message.

- **Had as an auxiliary**: past perfect tense, used to describe things that happened before a previous past time, also called “**earlier past**” - “The video conference **had** started when the storm began.”
- **Cause**: can be used in two ways as a verb - **cause something/ someone to do something**: “This malfunction **caused** the machine to slow down” or simply **cause something** “The malfunction **caused** a delay in production.”
- **Make**: force or cause a change in someone or something: “He **made** the process faster,” “HR **made** everyone feel better.”

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MEMORIZATION
● **HACK**