

REVIEW CLASS #05

| Writing

Writing

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

1. Remember to also close the presentation on a high note. I know you did very well in your tasks, so make use of that! Let the bosses know that you've succeeded despite having joined us not very long ago!

- ***Imperative sentences*** start with the verb in base form or with “don’t”.
- ***“End/finish/begin on a high note”*** implies a good mood or displaying good and optimistic results.

- **“Make use of”** means to use wisely and in a conscious way.
- **Present perfect** is being used because the moment *“he succeeded”* is a recent result, which is still true.
- **“Despite/in spite of”** can be followed by a noun *“he’s a great manager, despite not having a university degree.”* *“Even though/although”* followed by a verb or subject *“he’s not a great manager, although he has a university degree.”*
- **Preparing a presentation** - review tips mentioned in Native Talk and in this Writing Class’s text!

2. I will review the accounts, as requested, and I will send you my findings. I will also provide you with a liability report, but I don't expect it to have changed much, in relation to last year's report.

- **“Will”** is being used to indicate that the action will certainly be done.
- **“As requested”** indicated *“according to what was requested.”*

- **“Provide”** requests an object after it in the sentence *“he provided me with last month’s result”*.
- **Verbs** (*expect to/plan to*) and **auxiliaries** (*will/be going to*) that refer to the future can be used to form sentences in *“future perfect”*, to indicate that at that point in the future, something will have happened.
- For more vocabulary related to accounting - <https://corporatefinanceinstitute.com>.

3. I never shied away from taking on new challenges, and I believe my success is due to working well under pressure, and caring about my colleagues. That is why I believe I would be a great addition to your roster of mentors. I learned to lead by example, and would be thrilled to share my experience with our new hires.

- ***“To shy away from”*** means to avoid or maintain distance from something, usually due to the fear of what may go wrong.

- **“Take on”** means to accept and assume *“He took on the project after me.”*
- **“That’s why”** is used before stating the reason for the previous statement.
- Unfortunately/I’m sorry to say/I’m afraid are all very common ways to start relating bad or undesired news.
- **“Thrilled”** is an intense and great option to use in the place of *“excited”* and *“happy”*.
- Speaking about achievements is important in a variety of moments in one’s career, not only during initial introductions but also during presentations and celebrations.

4. We have had a fantastic run together, and now I feel it is time to pass on my duties and responsibilities to someone who's capable of leading such a talented, hard-working team. I am happy to announce that my role will, starting next month, be taken over by our current Sales Manager, David Smith.

4.1 We discussed some of his ideas for the near future, and knowing how exciting the next years are certainly going to be, almost makes me wish I could stay a little longer with you all.

- **“Run”** is a noun that can be used to refer to time spent together or work done during a period of time.
- **“Capable”** is an adjective that requires the preposition “of”.

- **“Hard-working”** is one of many compound adjectives: easy-going, quick-thinking, long-lasting, well-educated, high-spirited.
- **“I wish”** can be followed by a *subject + could/would/had/were*, used to speaking about things that you can't change, but wish you could.
- This message is an example of positive descriptive writing and language use, which is useful and well-received in all sorts of situations, from when you introduce yourself to a company, to leading positions and moments of endings and conclusions.

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