

REVIEW CLASS #04

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. **We have a table at Chef John's, this Friday, at 12:30 PM. Can I count on you to be there? You may RSVP by email or just give me a heads up at the office!**

1.1 I say we meet at Sal's after work this Friday, maybe around six, and just shoot the breeze. Are you up for it?

- Inviting people to events involves telling them where and what time, in which cases we use “**at**”.
- We have a table/We have a reservation/I have booked a table are all different ways of saying that you made a reservation.
- “**I say**” is an informal way to give your opinion or share a thought.
- “**Sal's**” this form of referring to a place is very common when you are familiar with it. It can refer to the name of the owner or the name of the establishment when it has a personal name in the name.

2. The main goal of the outsourcing process is to reduce costs and allow production to be performed in a more flexible and adaptable manner. Successfully lowering overhead costs and successfully delivering products to consumers will be key criteria in determining a successful outcome.

- Outsource is the verb, and outsourcing is the object, such as in “*outsourcing process*”
- *Adaptable/doable/changeable/teachable/photographable* are all words with the “able” suffix, which means capable of, susceptible of, fit for, tending to.

- **Allow** means “*give permission*” but is also related to process, and not only to literally granted permissions given by someone.
- Overhead costs are the daily costs of maintaining a business, which is considered during project planning or when writing a specification.
- Project specifications require a lot of attention to detail and being clear about “*key criteria*” and “*desired outcomes*.”

3. I am glad to inform you that the latest update to your personnel management software solution is being rolled out next Monday. This has been a long time coming, and it will be delivered as a fully functional version.

3.1 Unfortunately, most of our logistics teams are still solving a backlog of issues caused by last month's supply shortage, and we simply cannot afford to divert manpower to the issues you described.

- ***I am glad to inform you*** is an extremely common way to start giving good news, very common in educational and professional contexts. Some less common alternatives are “It’s our pleasure to inform you/we are happy to tell you.”
- ***Been a long time coming*** indicates that the process was long and highly expected.

- “**Fully functional**” is an example of an adverb being used to modify an adjective and not a verb. “*Fully functional/extremely cold/totally successful.*”
- *Unfortunately/I'm sorry to say/I'm afraid* are all very common ways to start relating bad or undesired news.
- Backlog is a word used to indicate unprocessed paperwork or pending work that is in queue.
- Divert means to change use or direction.
- Manpower simply means workforce or the total amount of working people.

4. We're gonna head to Paddy's at about six, grab a couple of beers and watch the game. Wanna join us?

4.1 On Friday, I intend to authorize the rollout process, assuming that we have no critical issues to address.

- “**Gonna**” and “**wanna**” are informal reductions in writing but are relatively common in speaking.
- Head to simply means “**to go in a direction**” or “**toward an objective**.”

- “**About**” is being used as “approximately”.
- **Grab** is used as in “**get**” food and drink.
- *Intend to/plan to/expect to* are all referring to the future, even when the sentence is in the present tense.
- “**Rollout**” is used for launches related to technology.
- “**Assuming**” is a false cognate in this case, meaning the Portuguese “*presumindo*.”

5. One aspect I would like to call your attention to is that the document in which you outline all the claims in the patent application is not completely formatted according to company standard.

5.1 I did not receive the document which displays the figures and examples related to the application.

- Relative pronouns, which and that, can be used as subject or object in the sentence “*the update which you requested is late*” “*I enjoyed the project in which I started out.*”
- A different option when writing about legal issues is saying what the sector needs to do, but at the same time maintaining an objective writing profile. “*You will need to format the patent application according to company standard.*”
- *Cannot/did not/do not* are more emphatic ways of making the sentence negative. The same happens in “*he's not/we're not*” and other sentences containing the verb to be.



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