

## Key takeaways from the writing

1. Letter/Email starts and endings
2. Writing the date
3. Writing the time
4. Foreign words in English = "fika"
5. **The Present Perfect simple tense**
6. Gerunds
7. Conditional (if, when, as soon as)
8. Style: Always contract your verbs in an informal email/letter
9. Style/Register

**Moreover,** = *What's more, Not only that,*

**However,** = *,but...*

**Consider the opportunity** = *think about*

**Many** = *lots of (a lot of), loads of, masses of, tons of, etc*

**I anticipate getting back your response** = *I'm dying to hear from you*

**It's dope (too informal)** = *It's*

*fantastic/brilliant/excellent/amazing!*