

Key takeaways from writing 2 (mixed bag)

1. CONTRACTION: If you opt to contract your verbs, which you should do if you're not writing something quite or very formal like a contract, a proposal or a report, make sure to contract all of them (and vice versa).

2. VERB TENSES: The English verb tenses aren't easy, for example we have two main future tenses, "will" and "going to", one of which is not really used in business writing. We also use the present perfect tenses (the connection between the past and present, I have lived/I have been living) more often and differently from other languages, especially Spanish. And of course, every tense has two "aspects", simple (no "-ing") and continuous (with "-ing").

3. "HOT VERB" GET: on the whole "hot verbs" such as "get" (and make, do, come, go, take, etc) are colloquial, i.e. for spoken English. If you want to sound more professional, you should avoid them. A few examples:

Get results = achieve results

Get information = obtain/receive information

Get a letter = receive a letter

Get confused = become confused

Get on the bus = board the bus

Etc

5. LETTER STARTS AND ENDINGS: