

Writing short text

Class objective: I will be able to write a short text in português.

Concept A: Como se escreve o texto em português?/ How to write a text in português.?

- Ao primeiro lugar, deve escrever a introdução do texto. O título do texto e depois o que está dentro do texto. First of all, you must write the introduction of the text. Title of the text and what's inside the text.
- Depois deve escrever O que o texto é consiste? After that you must write what it consists?
- No final, deve escrever conclusão ou as suas opiniões sobre o texto. In the end you should write the conclusion and your opinion about the text.

Concept B: Como se escreve uma carta?/ How to write a letter?

- Escreva o seu nome e endereço no canto superior esquerdo da página. Pode colocar e-mail ou telefone. Write your name and address in the upper left corner of the page. You can put email or phone.
- Mais abaixo e à direita coloque o nome e endereço do destinatário. O nome deve ser precedido de: Exmo. Senhor, Exma. Senhora, ou Exmos. Senhores. (em caso de dúvidas consulte este artigo sobre como se dirigir ao destinatário. Below and to the right, enter the recipient's name and address. The name must be preceded by: Hon. Sir, Exma. Madam, or Exmos. Gentlemen. (if in doubt please consult this article on how to address the recipient
- Agora, escreva o local e a data, seguido do assunto da carta formal (escrito de forma concisa, numa única frase). Now, write the place and date, followed by the subject of the formal letter (written concisely, in a single sentence).
- Abra a carta dirigindo-se cordialmente ao destinatário (mais uma vez pode utilizar expressões como Exmo. Senhor), explicando o motivo da carta e dando seguimento ao assunto da carta. Open the letter by addressing the addressee cordially (again you can use expressions like Hon. Sir), explaining the reason for the letter and following up on the subject of the letter.
- Depois do texto tem de fazer o fecho da carta, com uma fórmula de despedida e um agradecimento. Não se esqueça de assinar a carta e guardar uma cópia da mesmo. After the text you have to close the letter, with a farewell formula and a thank you. Do not forget to sign the letter and keep a copy of it.

Concept C: Exemplo da carta formal/ example of a formal letter

Nome

Endereço do remetente

Exmo.(s). Senhor(es)/ Exma. (s). Senhora(s), Nome
Endereço do destinatário

QUESTION 1

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 2

- 1. A leader should be someone who is always right and never wrong.
- 2. A leader should be someone who is always confident and never uncertain.
- 3. A leader should be someone who is always strong and never weak.

QUESTION 3

- 1. A leader should be someone who is always honest and never dishonest.

QUESTION 4

Which of the following is NOT a characteristic of a good leader?

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ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 5

QUESTION 1

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Charismatic
- 2. Visionary
- 3. Selfish

QUESTION 2

- 1. A leader should be someone who is naturally charismatic and confident.
- 2. A leader should be someone who is naturally confident and charismatic.
- 3. A leader should be someone who is naturally confident and charismatic.

QUESTION 3

- 1. A leader should be someone who is naturally confident and charismatic.

QUESTION 4

Which of the following is NOT a characteristic of a good leader?

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ANSWER

- 1. Charismatic
- 2. Visionary
- 3. Selfish

QUESTION 5

QUESTION 1

Which of the following is NOT a characteristic of a good research question?

ANSWER

- 1. It is too broad
- 2. It is too narrow
- 3. It is too vague

QUESTION 2

- 1. The research question should be clear, specific, and measurable.
- 2. The research question should be broad and general.
- 3. The research question should be based on a personal interest.

QUESTION 3

- 1. The research question should be based on a personal interest.

QUESTION 4

Which of the following is NOT a characteristic of a good research question?

It is too broad.

ANSWER

- 1. It is too broad
- 2. It is too narrow
- 3. It is too vague

QUESTION 5

QUESTION 1

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QUESTION 5