

## **Important grammar for your letter**

Grammar is important in your writing.

TONE: a professional letter should have the correct tone

CLARITY: Wrong grammar can make your meaning unclear

STYLE: Your writing style should reflect at least a high-intermediate English level.

**Below are links to general English exercises that can help you improve some grammar topics.**

**Although they are general grammar topics, the explanations will also help you understand structure and how to use.**

**For grammar for OET writing, please see Module 7 of your online course!**

Simple past tense	<a href="https://www.perfect-english-grammar.com/past-simple.html">https://www.perfect-english-grammar.com/past-simple.html</a>
Present perfect tense	<a href="https://www.perfect-english-grammar.com/present-perfect.html">https://www.perfect-english-grammar.com/present-perfect.html</a>
Passive voice	<a href="https://www.perfect-english-grammar.com/passive.html">https://www.perfect-english-grammar.com/passive.html</a>
Defining and nondefining clauses	<a href="https://www.perfect-english-grammar.com/relative-clauses.html">https://www.perfect-english-grammar.com/relative-clauses.html</a>
Preposition after verb:	<a href="https://www.perfect-english-grammar.com/verbs-and-prepositions.html">https://www.perfect-english-grammar.com/verbs-and-prepositions.html</a>