

# GRAMMAR: THE SUBJUNCTIVE MOOD

The subjunctive mood is used when:  
we want to express a wish or preference, or give advice and make suggestions.

**Example:**  
"I wish it were easier."  
(Deseo que fuera más fácil).

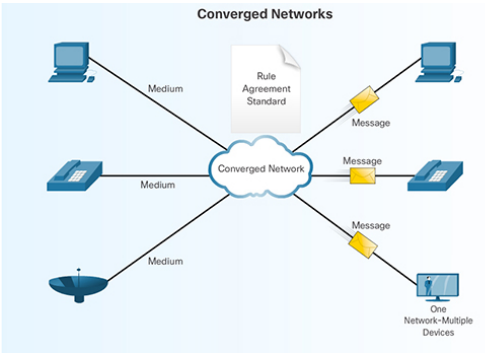
subjunctive mood

## Grammar: Since as a Conjunction

*Since.*

Since can be used in two different ways  
Since is used to mean after and relates to time.  
"Since the recent updates, we've been having a few issues."

## Network convergence



Network convergence is when one company provides voice, video, and data services, all inside the same network. Customers can have all their needs met by the same network, and do not need to look for alternatives. This allows them to focus on other tasks, such as growing their business.

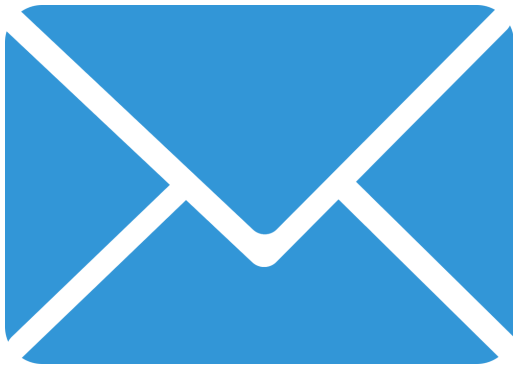
## Grammar: Negative Future Tenses

The present continuous can be used for future arrangements in both positive and negative. This tense can emphasise the decision, in this case not to do something.

"We're not having the support training course, as we're still short on numbers."



## Emails usually begin with one of the following:



- Dear Dr. Hokusai, – very formal
- Dear Jan, – formal
- Hi Mindy, – informal
- Hey Thomas! – very informal