

Basic Sentence Formula #1, enhanced

A period goes between two complete sentences that include restrictive adjective clauses.

Subject + *verb* + **object** with a restrictive adjective clause.
predicate

Subject + *verb* + **object** with a restrictive adjective clause.
predicate

Examples

We should use motion **sensors** that can estimate position change over time.

The L3 vehicles *include* **designs** that release the driver from monitoring the environment at all times.

The technicians *have discovered* **inconsistencies** on how these tests are run. Density test procedures *should follow* **procedures** that are standardized across departments.

Basic Sentence Formula #2 (See Lesson 3 Writing)

A core sentence can be modified with **restrictive** or **nonrestrictive** adjective clauses.
Remember, the predicate is the *verb* (+ **object**).

Subject, **nonrestrictive adjective clause**, *verb* (+ **object**). (nonrestrictive form)

or

Subject **restrictive clause** + *verb* (+ **object**). (restrictive form)

Examples (predicates not indicated below, in order to simplify the diagrams)

In-house tests, **which were just completed yesterday**, *confirm that the alloy material is strong enough for the weight-bearing columns.*

The ISO standards **that were published in 2013** *were substantially updated* in 2015.

The team **that is underperforming** *will be eliminated*, and the team **that is meeting its objectives** *will be retained.*

Basic Sentence Formula #3 (See Lesson 4 Reading)

Qualifier, + core.

Examples

Usually, engineers understand advanced calculus.

Traditionally, lidar (light detection and ranging) technology works by sending out pulses of laser light and measuring how long it takes for the light pulses to bounce back.

Instead of the “old” lidar functionality, their invention pushes laser light continuously instead of in pulses and bypasses the need for algorithms.

By the end of the first couple of months, I was independently responsible for the software and tests covering the data link layer negotiation portion of the emulator.

Because the solar panels can rotate with the sun, we can optimize energy-gathering potential for almost any installation.

Basic Sentence Formula #4 (see Lesson 7)

Core sentence; core sentence.

or, stated another way,

Subject + predicate; subject + predicate.

The key to this formula is the **semicolon; it indicates a relationship between the two ideas expressed in the core sentences. **

Examples

Update the software overnight; you will avoid problems.

Sensors can detect light; they then convert that input to an electrical output.

A complete lack of light will trigger a fail state; the sensor will register 0 V as the output.

The value obtained by the sensor is mapped to a value between 0 and 255; that number then determines the duty cycle of a pulse-width modulated output, which controls LED brightness.

Basic Sentence Formula #5 (see Lesson 7)

Core sentence; transition, core sentence.

or, stated another way

Subject + predicate; transition, subject + predicate.

****It is important to use a comma after the transition in this formula.****

Examples

Collecting devices for e-waste reclamation is a move in the right direction when it comes to sustainable practices; however, extracting the harmful or valuable materials from those devices is a complicated process.

Sustainability is a core value; however, costs are too high.

Logrify could continue to do business as usual; however, the opportunities to innovate the way we source manufacturing materials should not be overlooked.

Our proposed double action would promote Logrify as responsive to the community and to stakeholders; therefore, we hope to gain support from the LWRA committee.

Lesson 1 Listening Transcript #1

Myra: Oh, hello. I don't think we've met. Did you just start today?

Roberto: Yes, that's right.

Myra: Well, welcome. My name's Myra Patel.

Roberto: Nice to meet you, Myra. I'm Roberto Menendez, but you can call me Bob. . I'm working in Sara Rizvi's department. I didn't mean to interrupt you from your phone message.

Myra: (laughs) Hey, no worries. I was just sending my daughter a picture of me getting an achievement award here last Friday. I try to catch up with her on my morning breaks, since it's hard to catch up with her at night.

Roberto: You know, I'm glad you mentioned that. I just looked at the company manual. And I'm glad to see it's ok to send personal messages, if it's on your own time. I used to work in a place that didn't allow it.

Myra: Yes, the company's pretty relaxed about that. And after all, in a way, I was promoting Logrify. Of course, if you want to post anything about the company on social media, get the HR department involved.

Roberto: You know, I think I'll have my hands full this week just learning the daily procedures. I have some good coding experience, but I don't know the company culture just yet.

Myra: Well, you'll like working with Sara. She'll take you through the ropes, and she's really knowledgeable. He'll go to bat for his staff any time. Just watch those deadlines! So, you've done a lot of coding?

Roberto: Yes, I headed up a sensor division when I worked at a small company, back in my country. How about you? What do you do here?

Myra: I'm a project manager. And actually, I remember now. I think you're the new sensor specialist on the Briscoe project. So I'll be working with you on it. We've hit a few snags, as you've probably heard. Maybe you can help us with a few solutions.

Roberto: Interesting! I think I'll have some time to meet tomorrow. We could start brainstorming then.

Myra: Sounds perfect. Til then!

Common Female Given Names and Nicknames (US examples)

Given Name	Nickname
Alexandra	Alex/Allie/Lexie
Catherine/Katherine	Kate/Katie/Kathy/Cathy
Cynthia	Cindy
Deborah	Debbie/Deb
Dorothy	Dottie/Dot
Elizabeth	Ellie/Liz/Lizzie/Betty/Betsy
Isabella	Belle/Bella/Ella/Izzy
Jacqueline	Jackie/Jacque
Jennifer	Jenn/Jenny/Jennie
Jessica	Jess/Jessie
Judith	Judy/Judi
Kimberly	Kim
Lakeisha	KeKe/Kiki/Kish/Kisha
Margaret	Marge/Margie/Molly/Maggie/Peg/Peggy
Michelle	Micky/Shelley/Shelly
Patricia	Pat/Pattie/Pattie
Sandra	Sandy
Sharon	Sherrie/Sherry/Char/Ronnie
Susan	Sue/Susie
Virginia	Ginger/Ginny

Common Male Given Names and Nicknames (US examples)

Given Name	Nickname
Alexander	Alex
Anthony	Tony
Benjamin	Ben
Daniel	Dan
David	Dave
Dominique	Domi/Domeek/Mick/Mika/Nick
Henry	Hank
James	Jim
Jeffrey/Geoffrey	Jeff/Geoff
John/Jonathan	Jack/John/Jon
Joshua	Josh
Kenneth	Ken/Kenny
Lawrence	Larry
Lucas	Luke
Marco/D'Marco/Marcus	Mark
Matthew	Matt
Michael	Mike/Mick/Micky
Peter	Pete
Reginald	Reggie
Richard	Rich/Rick/Dick
Robert	Bob/Rob/Robbie
Samuel	Sam/Sammy
Theodore	Ted/Teddy
Tyrone	Ty/Ron
William	Bill/Will

Lesson 1 Reading and Writing Excerpts



CODE OF CONDUCT: TECHNOLOGY USE

Technology is the key for Logrify's connections to customers, clients, and internal teams. We encourage employees to leverage the technology available in responsible and productive manners. The Logrify suite of technology tools are company resources that are provided for business purposes only, used to perform Logrify work. Such resources include devices provided by the company that allow employees to connect to each other, our protected Logrify network, or outside those protected spaces (such as the internet).

Our work at Logrify is often proprietary, and you are responsible for reading and understanding your signed non-disclosure agreement. As well, all employees are expected to be good stewards of the company's resources and specialized knowledge. Too often, technology allows people to act without thought, and this must be avoided.

We ask that all employees take care when using the various technologies available to them, including

- access to the internet/intranet;
- software and software tools such as mobile project management applications and Logify's Productivity Logger software;
- communication methods such as email, texting, messaging (IM/DM), and voicemail;
- approved personal or company-issued devices, including smart phones and other mobile devices that access the Logrify internal network;
- private or personal web-based online accounts such as LinkedIn®, Hotmail®, Gmail®, etc., that you may access through company-provided technologies (to be done only on personal time);

Information that is retrieved and stored in company-owned hard drives, intranet files, or within our content management/project management systems.

You may only use authorized tools and processes to store personal company-related information (such as for payroll), confidential financial data, or other non-public proprietary company information.

Logrify, Inc. and its Tech Security team maintains the right to access, review, copy, move or delete the content and information carried by any company-issued technologies at any time and without notice. By using these technologies, you understand and agree that Logrify retains the right to such access.

Employees can use these technologies for limited and reasonable personal use provided such use does not interfere with your duties. However, any such personal use is governed by all applicable Logrify policies including this Code of Conduct. Employees should not expect privacy when using these resources, including when accessing remotely; that is, Logrify has the right to access all of your work-related materials and company-provided devices at any time.

All Logrify guidelines apply to the use of technology. These include, but are not limited to, our expectations regarding harassment, discrimination, retaliation, sexual harassment, violence in the workplace, privacy and non-public, and proprietary company information.

Discriminatory, unethical and/or inappropriate behavior when using these technologies or social media will not be tolerated and can be the basis for firing or other discipline.

Security and privacy standards, guidelines, and resources have been published on Logrify's internal training website and other internal sites.

CODE OF CONDUCT: VACATIONS

At Logrify, after the first six-month trial period, employees are given fourteen (14) days of paid vacation per fiscal year. Those vacation days can be taken all at once or in smaller blocks. Regular vacation days should be requested to management at least twelve (12) working days in advance, if at all possible, and must be approved. This allows your team members to make plans and adjust workflow in your absence.

Employees are expected to use their vacation for their benefit. It is not expected that any employee should work during a planned vacation. A manager may request your contact information in case of emergency, but managers will respect your time away from work if at all possible.

If you are contacted by Logrify while away on planned vacation and you work for more than three hours, that vacation day will be added back on to your pool of available vacation days.

Logrify will pay an employee for accrued vacation upon separation from employment if the individual's contract provides for such payment. Refer to your hiring contract for details.

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Logrify or fellow employees, as a result of workplace interactions, that is not otherwise publicly available, is defined as confidential information. Employees may not disclose confidential information to anyone who is not employed by Logrify. By the same token, individuals in a specific division may not share confidential information within Logrify to staff in other divisions who do not need to know such information to assist in rendering services to clients.

The disclosure, distribution, electronic transmission or copying of employee-related confidential information is prohibited. Any employee who discloses such information will be subject to disciplinary action. Disciplinary steps may include but are not limited to probationary employment status or permanent separation. Penalties apply even if the disclosing individual does not actually benefit from revealing such information. For details on this policy, consult the Human Resources Department.