

and that one clause or that section can
have its beginning in this case
consist of several clauses but in
order not to complicate things, con-
sequently it is better to have
several clauses in this section.
In this way it will be easier
to see what is required of each
clause and to make sure that
each clause is complete and
correct. It will also help to
keep the text clear and
readable. This method is
especially useful when writing
longer documents like reports
or articles. It also makes it easier
to check for errors and to correct
them more easily. In addition,
it allows for more flexibility
in arranging the text and
making changes where
necessary. This method is
not suitable for short
documents like memos or
e-mails, as they do not
usually require such careful
attention to detail.

For example, if you want to write
a letter to your friend, you
can start with a simple
greeting like "Dear friend,"
then move on to the body of
the letter, which would
contain several sentences
about your recent activities
and how you feel about
them. You can then end
the letter with a closing
phrase like "Yours sincerely,"
which would be followed by
your signature. This is
a very common structure
for letters and is usually
quite effective.

Another example would be
a report for work. In this case,
you would begin with a
brief introduction where
you explain what the report
is about and what you
will cover. Then you would
move on to the main body
of the report, which would
contain several sections
dealing with different topics.
Each section would be
written in a single paragraph
and would be followed by
a few brief sentences
explaining the results or
outcomes of that section.
This would continue until
all the relevant information
had been covered.

In general, the bilingual
method is a good way to
write clear and effective
documents, especially for
those who are not native
speakers of the language
they are writing in. It also
helps to keep the text
simple and easy to understand,
which is important for
any document that is
intended to be read by
others. By using this
method, you can ensure
that your document is
well-written and easy
to follow, while still
retaining the original
meaning of the text.

For example, if you wanted
to write a report for your
superior, you could start
with a simple greeting like
"Dear Sir/Madam," and
then move on to the body
of the report, which would
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