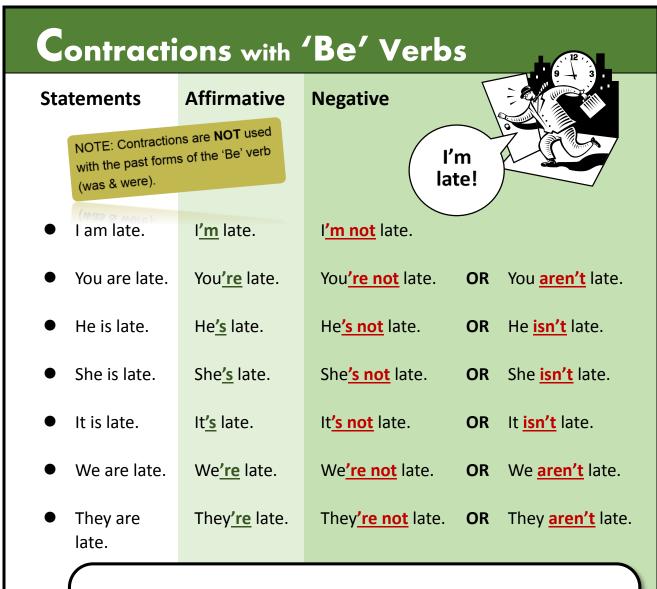
## **GRAMMAR CHART**



Contractions are commonly used in spoken English, but less commonly used in written English. They are often be found in 'friendly' texts, (such as e-mails to friends) but not in 'formal' texts (such as business letters, cover letters and job resumes).

