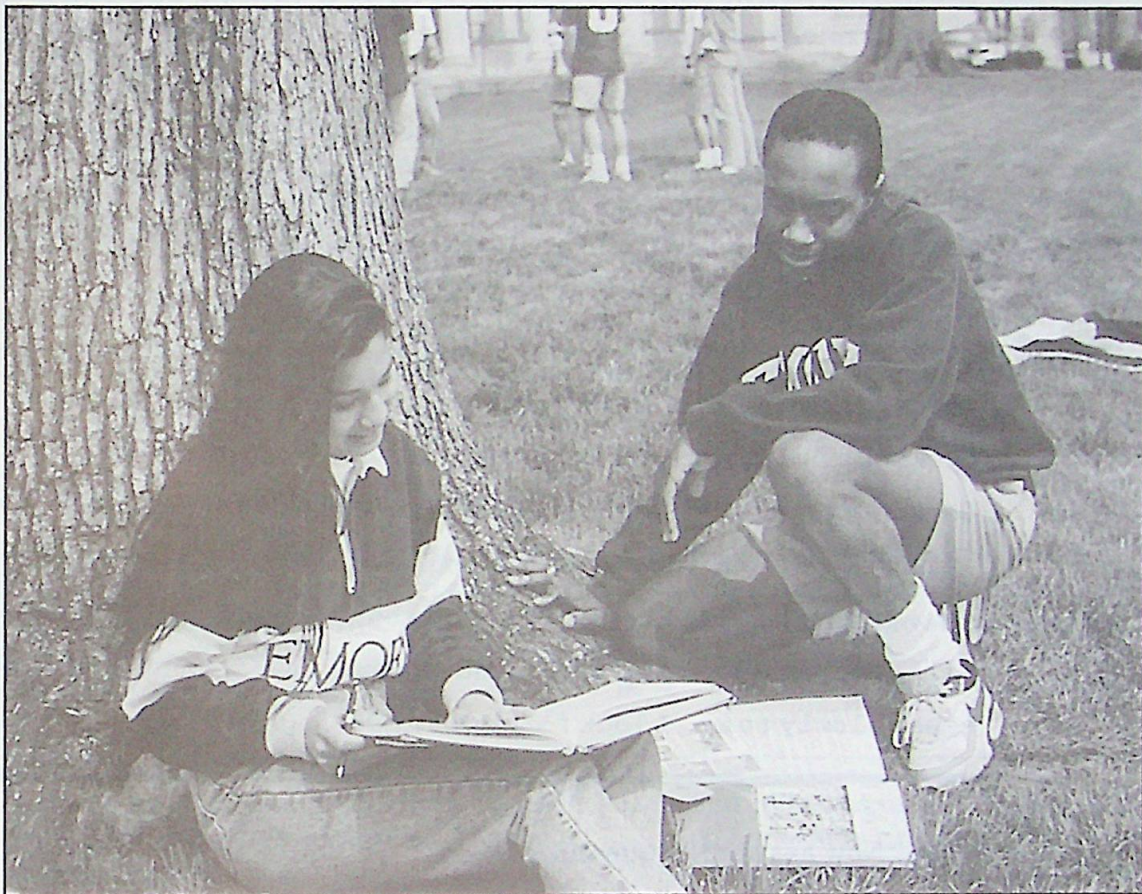


Getting Started

**In this unit, you will:**

- ▶ Review punctuation and use of capital letters
- ▶ Practice taking notes and writing from notes
- ▶ Interview a partner and take notes
- ▶ Use vocabulary for writing about yourself
- ▶ Write without worrying about grammar



Warm Ups _____

Capitalization and Punctuation

1. Read the self-introduction below. Look for two kinds of mistakes: (1) the use of capital and lowercase (small) letters, and (2) punctuation at the end of sentences. Cross out any mistakes and write the corrections above them. The first line is done for you.

~~D~~ear Mr. ^aAnd Mrs. Weatherby~~;~~

My name is Midori Tanaka. i am 20 years old and a Student of Temple university, Japan. For many years, it has been my dream to be an exchange student in america. While I have studied english for more than seven years, I have never traveled outside of Japan?

I'd like to tell you a little bit about my background. I grew up in a small town in northern Japan. There were many rice fields near my Home and beautiful views of the mountains. I have an older brother, Junichi, and a younger sister, Naoko. my mother and father like sports, so our whole Family often went cycling or played tennis together. These days, I live in a dormitory, and I miss my mother's cooking and our Dog, Cookie!

I hope i can learn a lot about American life and culture from you. Of course, I'll try to tell you about japan as well. I'm still not very good at understanding Spoken English, so please speak slowly to me. I look forward to meeting you.

2. Finished? Now answer the questions below.

1. Who is Midori writing to? _____
2. Has Midori met the people she is writing to? _____



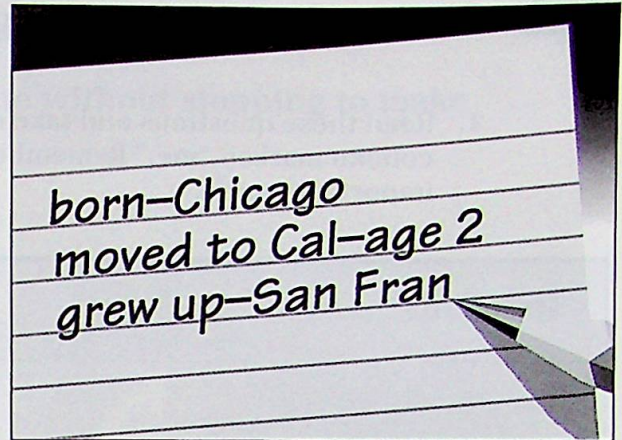
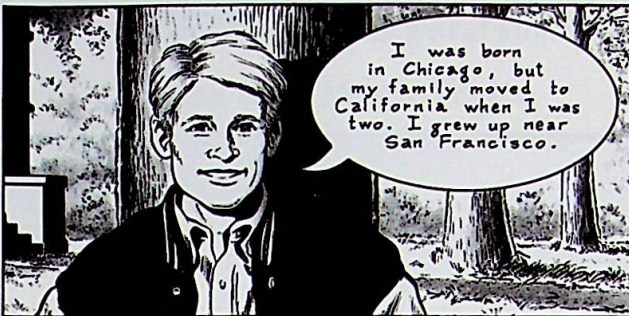
Grammar Clinic

If you need more help, try these two **Grammar Clinic** lessons:
Capitalization, page 97, and **Punctuation: End of the Sentence**, page 99.



Writing Matters

Taking Notes



Note-taking is a good way to collect ideas and information for writing.

Examples

Marina took a trip to Washington, D.C., with her high school class. She visited the Air and Space Museum and touched a rock from the moon.

- ▶ **Marina's H.S. trip—Washington, D.C., visited the Air and Space Museum, rock from moon.**

Jim loved to play sports when he was in high school. In his senior year, he was the pitcher for the baseball team.

- ▶ **Jim—H.S., loved to play sports, senior year, pitcher—baseball team.**

Try It Yourself

Now try taking notes. Write only the most important words.

1. Vicki used to collect picture postcards in high school. She has cards from many countries all over the world.

▶ _____

2. Wilbur loves many kinds of ethnic foods. Some of his favorites are Indian, Thai, and Greek food.

▶ _____

3. Susan grew up in Sydney. When she was in high school, she used to work as an usher at the opera house on weekends.

▶ _____

4. These days, Ralph has a part-time job at a video rental shop. He likes the job because he gets to see movies for free.

▶ _____

5. When Julia was in high school, she went on a home stay program. She lived with a family in Seattle for nine months.

▶ _____

6. Kim lives with her parents, two grandparents, and three sisters and a brother in a traditional Chinese house.

▶ _____
