

LESSON 4

READ CONTACT INFORMATION



TINA ADAMS

@TinaA

What is Ester's last name?



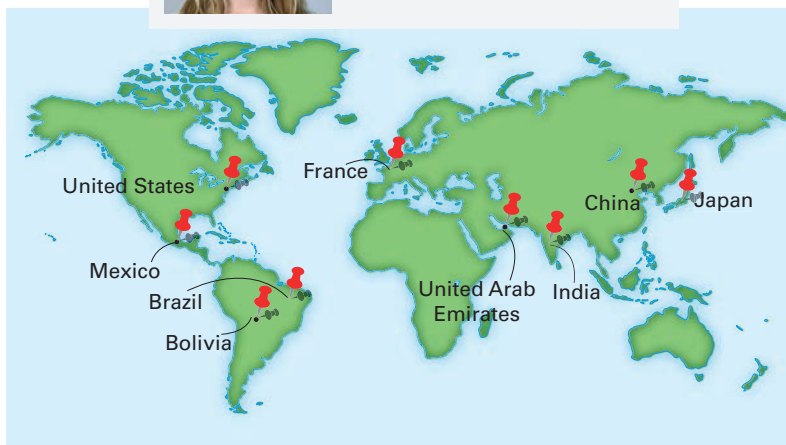
1 VOCABULARY Countries

▶ 01-19 Listen. Then listen and repeat.

2 BEFORE YOU READ

Read the Reading Skill. Skim the information in the office directory. What is the purpose of the directory? It gives ____.

- a. information about your family
- b. information about yourself
- c. technology information



3 READ

A ▶ 01-20 Listen. Read the contact information. What information do they have? Check (✓) all the correct answers.

- | | | | |
|-------------------------------|--|------------------------------------|--|
| <input type="checkbox"/> name | <input type="checkbox"/> email address | <input type="checkbox"/> job title | <input type="checkbox"/> office location |
| <input type="checkbox"/> age | <input type="checkbox"/> home address | <input type="checkbox"/> language | <input type="checkbox"/> phone number |

READING SKILL Skim

Skim means you read quickly to get the general or main idea. Don't read every word.

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B ▶ 01-20 Listen again. How do we say "." and "@" in email addresses? Find

C Tina's, Ester's, and Pedro's offices on the map.

Who works in the same office? _____

4 MAKE IT PERSONAL

Find out about job titles. Research jobs and what they are called.



A Where do you keep your contact information? What information do you have for each contact?

B PAIRS Compare answers.

■ I CAN READ CONTACT INFORMATION.