

1 FOCUS ON WRITING

- A** Read the Writing Skill.
- B** Read the directory on page 12 again.
1. Circle the capital letters at the beginnings of the proper nouns.
 2. What are some kinds of proper nouns? Give examples.

WRITING SKILL Capitalize proper nouns

A proper noun is a specific person, place, or thing. Capitalize the first letter of a proper noun.

My friend Tina Adams works in New York at TSW Media.

2 PLAN YOUR WRITING

Imagine that you work for TSW Media. Think about a job you want to do. Then think about a city and country to live in.

3 WRITE

Write contact information for yourself. Include your name, job title, and the city and country where you work. Also include an email address, using this format "firstname.lastname@TSWmedia.com." Be sure to capitalize any proper nouns. Use the contact information on page 12 as models.

email

office location

phone

4 REVISE YOUR WRITING

- A PAIRS** Read your partner's contact information. Complete the chart.

Did your partner ...?	Yes	No
include name, job, city, country, and email address		
write the email address correctly		
capitalize proper nouns		

- B PAIRS** Can you improve your partner's contact information? Make suggestions. Then revise your writing.

5 PROOFREAD

Read your contact information again. Check your spelling, punctuation, and capitalization.