

LESSON 5

WRITE ABOUT A HOTEL

1 FOCUS ON WRITING

- A** Read the Writing Skill.
- B** Read the email on page 82 again.
Circle the abbreviations for *Street* and *Avenue*.

WRITING SKILL Abbreviations

When writing an address, you can abbreviate words in the street name. For example, abbreviate the word *Road* like this:
234 River Rd.

2 PLAN YOUR WRITING

- A** Think about a hotel. Complete the chart with information about the hotel.

Name of hotel:	
Address:	
Places and services in the hotel	Places and services around the hotel

- B PAIRS** Talk about the hotel. Describe where it is and the services it has.
This hotel has ... Nearby there is ...

3 WRITE

Write an email about a hotel you know. Tell where it is. Describe its places and services. Describe what's in the neighborhood. Use the email on page 82 as a model.

4 REVISE YOUR WRITING

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

Did your partner ...?	Yes	No
use abbreviations in addresses		
describe the places and services in the hotel		
describe the neighborhood		

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

5 PROOFREAD

Read your email again. Check your spelling, punctuation, and capitalization.