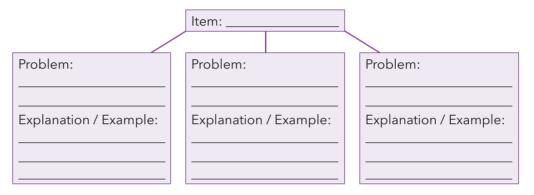## 1 FOCUS ON WRITING

A Read the Writing Skill.

B Read the email on page 92 again. Circle the numbers in a list.

> **WRITING SKILL** Write a list
>
> In business emails, you can write a list. This makes your writing easy to read. Use numbers or bullet points (•) .

2 PLAN YOUR WRITING

A Imagine you have problems with your laptop, computer, tablet, or phone. Look at the technology words on page 88. Complete the chart.

Item: _____

Problem: _____ _____	Problem: _____ _____	Problem: _____ _____
Explanation / Example: _____ _____ _____ _____	Explanation / Example: _____ _____ _____ _____	Explanation / Example: _____ _____ _____ _____

B PAIRS Talk about your technology problems.

My keyboard is ...

3 WRITE

Write an email about problems with technology. Describe the problems. Make a list of the problems. Ask for help. Use the email on page 92 as a model.

4 REVISE YOUR WRITING

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

Did your partner …?	Yes	No
describe the problems		
ask for help		
write a list with numbers or bullet points		

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.

☐ **I CAN** WRITE ABOUT COMPUTER PROBLEMS.