

## Writing L1WLO3

### A Student Trip

Learning Outcome 3: Write names, addresses, nationalities, occupations, dates and times, numbers and prices

#### EXPLORING WRITTEN ENGLISH

##### **LANGUAGE FOR WRITING Writing Information About People and Places**

When you write about people and places, you sometimes need to use a CAPITAL LETTER, e.g.

Name: Ahmed Ali

Address: 108 Bait Al Wallaj Street

Al-Khoer

Muscat, Oman

You also use a capital letter when you write the country you're from (your nationality), e.g. *I'm Omani.*

But you don't use a capital letter for jobs, e.g. *engineer, doctor, teacher, manager.*

##### **A Check (✓) the information you use a capital letter for.**

- |                                       |  |   |
|---------------------------------------|--|---|
| 1. <input type="checkbox"/> your name | 3. <input type="checkbox"/> your nationality | 5. <input type="checkbox"/> the word <i>student</i> |
| 2. <input type="checkbox"/> your job  | 4. <input type="checkbox"/> your street      | 6. <input type="checkbox"/> your country            |

##### **B Read the information about a trip for students. Change the letters that should be capital.**

###### **A Trip for Students**

The organizer of the trip is faisal al-nadawi. Mr al-nadawi is qatari. He will tell students all about doha.

We leave the university at 8 a.m. on Sunday February 15th.

We are staying at a hotel with the address: 58 al jamiaa street, doha, qatar.

##### **C Read the information in exercise B again. Answer the questions.**

1. Is *a.m.* for a time in the morning or afternoon? Which two letters do you use for the other part of the day? \_\_\_\_\_
2. Which two letters come after the number in the date? \_\_\_\_\_

**EDITING TIPS Writing Times, Dates and Prices**

You can write a time using numbers (e.g. 8.00, 5.30, 9.20) and then *a.m.* for the morning (up to 11.59) and *p.m.* for the afternoon and evening (up to 11.59). Or you can write the time in words, e.g. *eight o'clock, five thirty, nine twenty.*

When you write a date, you add letters after the number, e.g. *1st, 2nd, 3rd, 4th, 5th, 22nd, 31st.*

When you write a price, you write the number and the type of money, e.g. *10 rials, 20 dollars.*

WRITING TASK

**GOAL** You are going to write a paragraph with information about a trip for students.

**PLANNING A** In your notebook, make notes for your paragraph about the things below.

- |  |  |
|--|--|
| 1. the name of the organizer (you)     | 4. the time students leave to go on the trip |
| 2. the city and country the trip is to | 5. the date students leave to go on the trip |
| 3. the address of your hotel           | 6. the price of the trip                     |

**FIRST DRAFT B** Write a first draft of your paragraph.

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**EDITING C** Now use the questions below to edit your paragraph.

- Did you include all the information about the trip?
- Did you use capital letters correctly?
- Did you write times, dates and prices correctly?
- Did you use vocabulary and grammar correctly?