

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.

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?