



Dots, Caps and Commas

Suggested capitalization, punctuation and email
formatting exercises for PE1 students

Student workbook

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Lesson 1. Welcome on Board

Punctuation 1 - ; " : A ? , a / ! ...

Example : *Look at the following pair of sentences. One contains a punctuation mistake, the other is correct. Can you explain why the first sentence contains a punctuation mistake and the second sentence is correct?*

- A. the first day at university is often difficult for a student.
- B. The first day at university is often difficult for a student.

Answer: the first word of a sentence must always begin with a capital letter.

*Now look at the following paired sentences and pieces of text. One is correct, and other incorrect. Mark them * for incorrect, and ✓ for correct.*

(1)

- A. Most students live on campus.
- B. most students live on campus.

(2)

- C. It is easy to feel nervous on your first day at university. don't worry though - you will soon make some friends.
- D. It is easy to feel nervous on your first day at university. Don't worry though - you will soon make some friends.

(3)

- E. If you ride a motorcycle to campus, Always remember to wear your helmet.
- F. If you ride a motorcycle to campus, always remember to wear your helmet.

Capitalization Practice

Basic rules

1. Always capitalize the first word of a sentence.

Today is not a holiday.

It is not Saturday either.

Do you know today's date?

2. Always capitalize the word / no matter where it is in a sentence.

Jane brought the movie, and I brought some food.

I want some tea.

Jim and I were the winners of the competition.

3. Capitalize proper nouns – the names of specific people, places or things.

Mr. Chen parked his Lexus in front of the Wego Motel.

The Statue of Liberty is located on Liberty Island in New York.

There is a nice statue on that island, right?

Practice 1.

Circle the words that have capitalization errors. Make the corrections.

1. the last day to change classes for the fall semester is this wednesday.
2. does jane share a room with mia in the taoyuan first dormitory?
3. the flight to tokyo left late friday evening and arrived early saturday morning.
4. My Brother has four sons. Their names are ben, rob, artie and winston.
5. if mercedes cars weren't so expensive, i think i'd buy one.

Practice 2.

Complete these statements. Be sure to use correct capitalization.

1. The winter months are _____, _____, and _____.

2. _____ is the capital of France.

3. One of the most popular brands of jeans is _____.

4. All over the world you can see the large golden M that belongs to the popular fast-food restaurant, _____.

5. Beijing is the largest city in _____.

6. Much of Europe was destroyed in _____ (1939-1945).

Email Task

Email: The Basics

- Email addresses:

Email addresses have two parts: your *email name* (also called *user name* or *email ID*) and your *email domain*, separated by an @:

emailname@emaildomain.

My email address is smithsgj@gmail.com. My email is smithsgj and gmail.com is my domain.

The @ symbol is pronounced "at" and all the periods are pronounced "dot".

□

- To: Cc: Bcc:

The To: line is where you write the email address of the main person you are writing to.

The Cc: line: 'Cc' stands for "carbon copy". In the Cc: line you type the email address of someone you want to receive a copy of the email you sent to in the 'To: line'. When you use the *Cc: line* everyone whose email address is in the '*To: line*' and '*Cc: line*' can see the other email addresses that got the same email.

The Bcc: line: 'Bcc' means 'blind carbon copy'. When you type a person's email address here this person can see all the other email addresses to which you have sent the same email but nobody can see the Bcc email address.

To: simon.smiths@gmail.com
Cc: scott_sommers@yahoo.com; joe.lavallee@gmail.com
Bcc: mike@mcu.edu.tw

Which email address(es) can joe.lavallee@gmail.com see?

Which email address(es) can mike@mcu.edu.tw see?

- Content

Keep it short and to the point.

□

- Subject line

The most important thing about the subject line is that it must directly relate to the content of the email. The subject line should be brief and does not need to be a full sentence. For example:

To: simon.smiths@gmail.com
Cc: scott_sommers@yahoo.com; joe.lavallee@gmail.com
Bcc: mike@mcu.edu.tw
Subject: Book required for PE1

body { Students need to have the book East Meets West in English 1.
We will be using this book during the Fall semester and
students need to bring this book to every scheduled PE1 class.

The subject line summarizes the most important details of the message.

- □ Greetings

Greetings are often different for women and men and you may not be able to tell which you are addressing. In email writing "Dear", followed by a person's first name, is commonly used, so you can begin your email like this:

Dear Simon

I would like to buy the PE1 book. Please would you tell me...

But maybe this is too informal for some people and it would be better to use their title:

Dear Professor Smith

I would like to buy the PE1 book. Please would you tell me...

Do not use 'Good morning' or 'Good afternoon' as the sun may have moved by the time the person gets your email!

➤ Body

Use short paragraphs and proofread your email before you send it to make sure your message is understandable.

Make sure that you limit your email to 3 points or less. If you have to make more than 3 points then write them in another email.

Do not assume that other people have the same sense of humor as you.

➤ Signatures

Email programs allow you to set up a default signature that is automatically included at the end of every email. When writing in English it should contain your full Romanized/English name and contact details.

In order to communicate with your Practical English teacher, you need to create a signature that includes the following:

1. Your Romanized/English name
2. Your 8 digit student number
3. Your 5 digit class number

For example:

To:

Cc:

Bcc:

Subject:

Dear Simon

Please would you tell me where I can buy the book, East Meets West in English 1, that we need for the Fall semester?

Regards

Yi-An

--

Huang, Yi-An

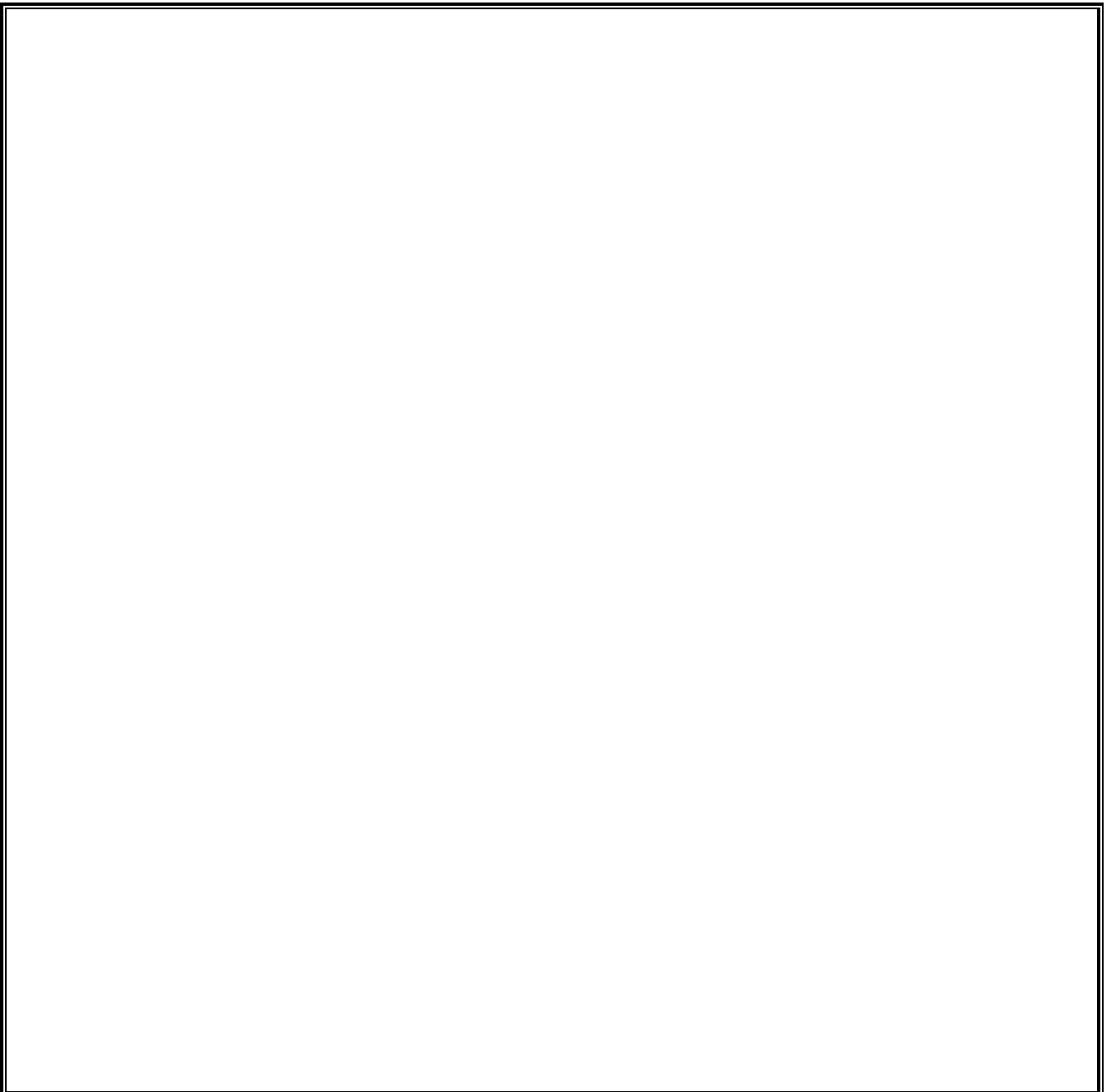
95083871

08101

Signature {

Email Task 1:

Send an email to your teacher that tells them who you are, where you come from, and what Department you are in. Remember that you must include a subject line that is relevant to the email message you are sending. You must also create a signature that gives your Romanized/English name, student number and class number. This signature you will use in all your email communication with your teacher. Remember to proofread your email to make sure there are no grammar mistakes and that it can be understood.



Capitalization and Punctuation: Holidays and Festivals

Read the following email and rewrite it correctly in the email form provided. Pay attention to grammar, punctuation and capitalization. Remember to begin and end the email in an appropriate way.

| | |
|----------|---------------------------|
| From: | Jochen13@yahoo.com.tw |
| To: | stevewunder@yahoo.com.tw |
| Subject: | local festivals in Taiwan |

dear stevie,

if you are in the South of Taiwan in the Third and Fourth Lunar months , the boat expulsion rites is held at chingan temple in Tainan county.it is held every three years and they was hold two year ago so this year they will take place again. the rites is held to honor wen hung , a loyal man in the tang dynasty.the chiuchien or 「swinging contest」 is hold in chiayi also in the Third Lunar month and is really exciting .of course the dragon boat festival in September is not to be missed!I hope you will enjoy your holiday in Taiwan .Good bye.

Jo chen

| | |
|----------|--------------------------|
| From: | Jochen13@yahoo.com.tw |
| To: | stevewunder@yahoo.com.tw |
| Subject: | |

Lesson 2. Family and Hometown

Punctuation 2 - ; " : A ? , a / ! ...

Example : *Look at the following pair of sentences. One contains a punctuation mistake, the other is correct. Can you explain why the first sentence contains a punctuation mistake and the second sentence is correct?*

- A. Although family relationships are important in Europe and the USA , they seem to be stronger in eastern countries . ✘
- B. Although family relationships are important in Europe and the USA, they seem to be stronger in eastern countries. ✔

Answer: spaces should not be used before periods (.) or commas (,). This is also true for question marks (?), exclamation marks (!), semicolons (;), and colons (:).

Now look at the following paired sentences and pieces of text. One is correct, and other incorrect. Mark them × for incorrect, and ✓ for correct.

(1)

- A. Your niece is the daughter of your brother or sister .
- B. Your niece is the daughter of your brother or sister.

(2)

- C. I usually only see my brother once a month. However, I still feel very close to him.
- D. I usually only see my brother once a month. However , I still feel very close to him.

(3)

- E. It is not always easy for a young man or woman to return home after university. You lose the independence that you had when you were a student.
- F. It is not always easy for a young man or woman to return home after university. You lose the independence that you had when you were a student .

Capitalization Practice

Each of the spaces below is preceded by an "opportunity for error" in capitalization. If the word is capitalized correctly, write a C in the space; if it is incorrect, write an I (use capital letters).

1. Dr. Lee traveled through the southern part of taiwan to get to the conference on chinese calligraphy .
2. Many of the students in the introduction to English course at the university of tokyo last fall preferred using macintosh Computers rather than the PCs provided in the Lab .
3. My favorite uncle , my Father's brother, wrote a famous book on the role of Guanyin in Alfred Smith's novel goddesses .
4. "Wait," He said, "Until the Pirates have won a few games."
5. The secretary of the Society of Concerned Students wrote to the Ambassador of south Africa .
6. On the fourth of July , Americans celebrate the war of Independence . In Taiwan on teacher's Day , we celebrate the contributions of Teachers Labor to student's lives.
7. My father asked Mayor Frank a question about singaporean brides.
8. I'll never forget reading the Last Of The Mohicans when I was in Mr. Wilson's high school English class.
9. Angus somehow managed to get an A in his Physics course, but he failed Biochemistry 101.

10. I think that *sun* *moon* *lake* is the largest of the lakes in *Central Taiwan* .
11. Janet is a *japanese* *studies* major, but her favorite course is *british* *literature* .
12. News of the grant was announced by *President* James, who used to be *president* of *oxford* *university* .
13. David played *baseball* until he came down with *Measles* .
14. Last *spring* , sometime in late *March* , I believe, Martin heard that he had been awarded a *Rhodes* *scholarship* .
15. Takumi earned a *master's* *degree* in business before he went on to do a *Ph.D.* in *English* .
16. Most *20th-Century* art leaves me cold, but I love the French *impressionists* and the *nineteenth-* *century* *british* *landscape* painters.

Email Task

Family and Hometown

To include grammar related to family relationships and characteristics; simple sentences to describe home and family. .

- Email attachments

An attachment is a file that is sent (attached) along with an email message. The file can be of any type (for example a spread sheet, a word processor document, an image, or an mp3).

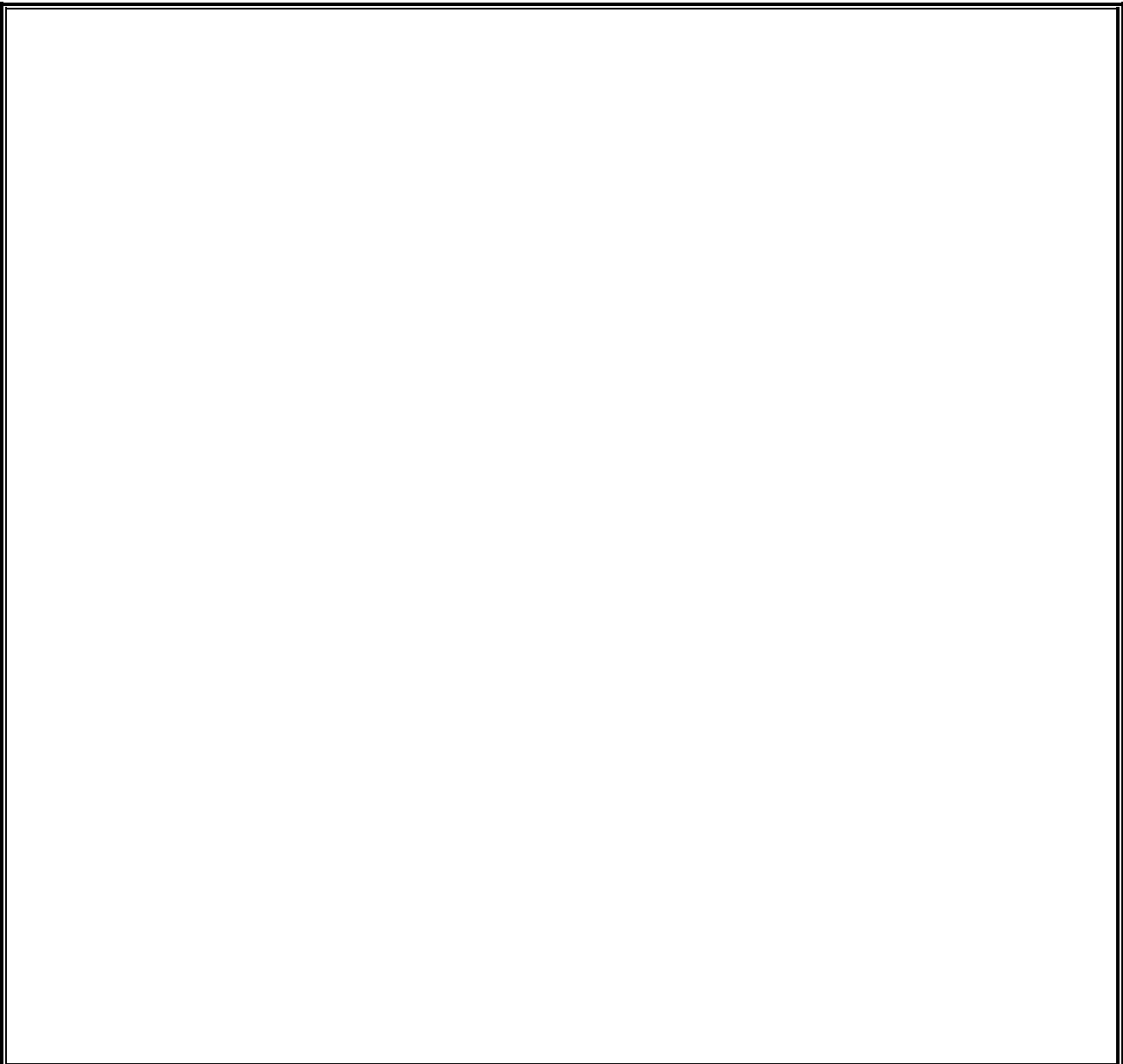
When you attach a file make sure that the size of the file is not very large as some email providers can't read large files. You can do this by compressing the file.

 *Note:*

- Avoid attaching a file if you can just type the text in an email.
- Only 'attach' a file if it is absolutely necessary or you have been specifically asked to send the information as an attachment.
- Use file compression to make the files smaller, easier to open and easier to read.

Email Task 2:

- 1. In your groups choose one member to interview and write about. Use the dialogue questions on pages 28 - 30 and page 32 to help you ask this member questions about their family and hometown..*
- 2. Write an email to your teacher that describes this group member using their answers.*
- 3. Attach a photograph of the group member you interviewed to the email you send.*
- 4. Remember to provide a relevant subject line and group signature. Remember to take care with grammar, punctuation and capitalization.*



Email Re-writing
電子郵件寫作

此電子郵件含有許多錯誤，請在下面的空白欄位內，寫下此 email 之更正版。
請不要增加任何內容，修改錯誤即可。

To: Teacher_Steve@cramschool.com.tw

From: s12345@s22.mcu.edu.tw

Subject: Hi hi hi!!!

1 Dear steve

2 I am student in your cram school class in Taoyuan. As you know ,I am
3 sunny boy, and i always working hardly. Recently, I will studing english at
4 Ming Chuan University, and I am very exciting about this. Because we will
5 be learning speak、 write、 read、 understand English.

6 Although your cram school is very good, but in there we only study
7 grammar. Besides, we must to remember many vocabularies. I think is
8 better studying only Ming Chuan now , otherwise is too confused for me.

9 Thank you for your reading!!!

10 Have a nice dream!!!

11 Johnson_chen

To:

From:

Subject:

Lesson 3. Learning English and You!

Punctuation 3 - ; " : A ? , a / ! ...

Example : Look at the following pieces of text. One contains a punctuation mistake, the other is correct. Can you explain why the first sentence contains a punctuation mistake and the second sentence is correct?

- A. It is important for a student to know how to ask certain kinds of question in the classroom. For example, you may want your teacher to repeat something that you didn't hear properly, or to spell a word that you don't know. ✓
- B. It is important for a student to know how to ask certain kinds of question in the classroom . For example, you may want your teacher to repeat something that you didn't hear properly , or to spell a word that you don't know. ✗

Answer: It is incorrect to begin a line with a period (.) or comma (,). This is also true for question marks (?), exclamation marks (!), semicolons (;), and colons (:).

*Now look at the following paired sentences and pieces of text. One is correct, and other incorrect. Mark them * for incorrect, and ✓ for correct.*

(1)

- A. If you are the only member of your family who speaks English, or is studying English at all, it can make your English learning more difficult.
- B. If you are the only member of your family who speaks English, or is studying English at all, it can make your English learning more difficult.

(2)

- C. Although all Taiwanese students begin their study of English when they start junior high school, some start to learn English long before this time.
- D. Although all Taiwanese students begin their study of English when they start junior high school, some start to learn English long before this time.

(3)

- E. Studying a foreign language is such a big task that it can be impossible to know where to begin. This thought alone can make people give up before they have even started.
- F. Studying a foreign language is such a big task that it can be impossible to know where to begin. This thought alone can make people give up before they have even started.

Email Task

Learning English and You!

To be able to write get information obtained from an article and to suggest possible methods for improving English self-study.

Email Task 3.

Read the following dialogue. Write an email to your teacher stating the different things Kate does to help her learn English. Also write about the ways you use to improve your own English writing and speaking.

1 *John* : Many people from Singapore have excellent English. What is the
2 secret about learning English in Singapore?

3 *Kate* : I have heard many people say, "Oh you're from Singapore! You speak
4 such good English!" I think that it's because we get a lot of exposure
5 to English, through TV, music, movies, and radio although we do have
6 some subtitles. So this exposure really helps us learn English. Also
7 English music is very, very popular, probably more than Chinese music!

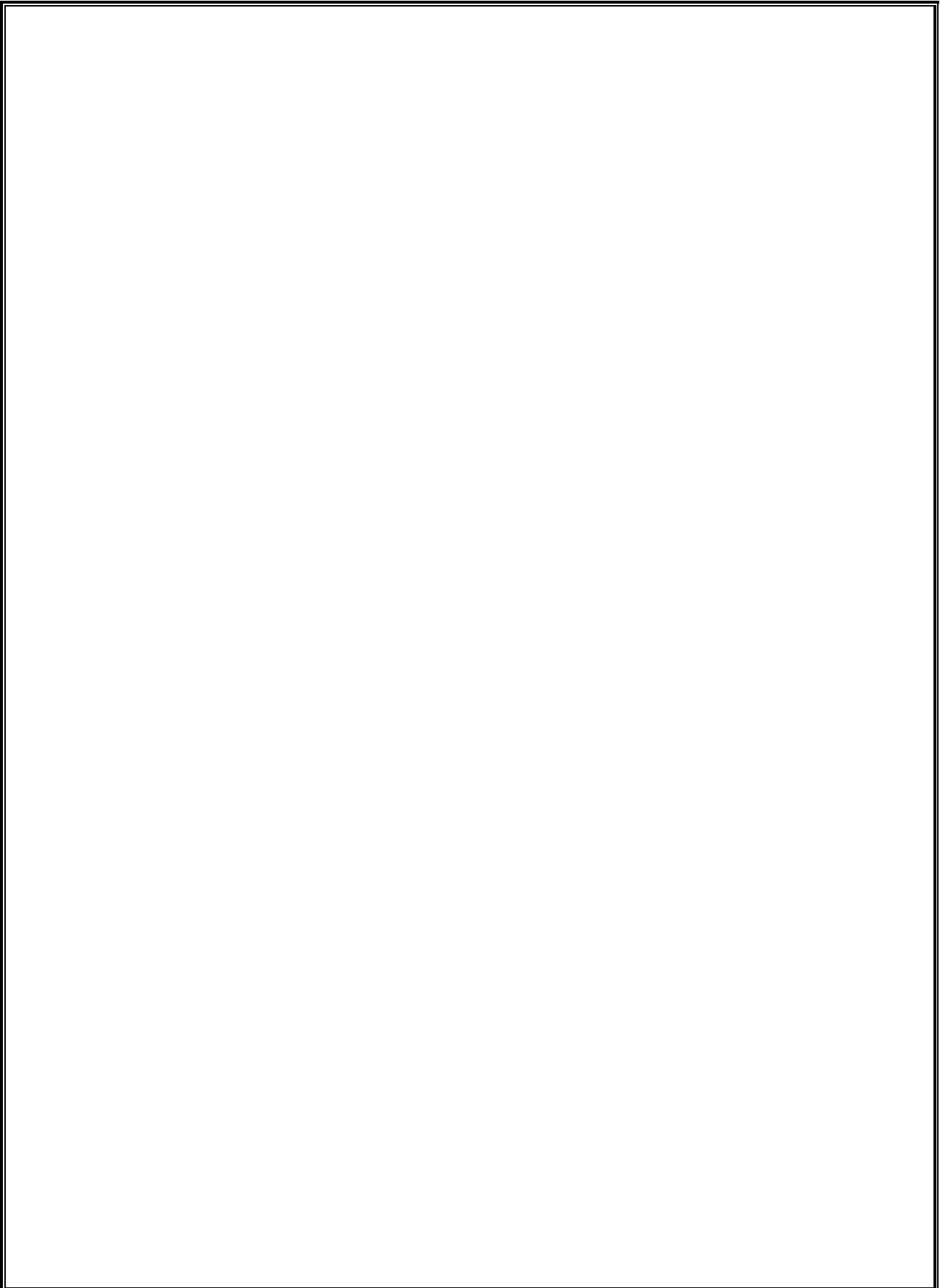
8 *John* : So what are some of the ways you use to improve your English?

9 *Kate* : Well, when you speak a foreign language it's normal to have an accent
10 so it's a good idea to listen to native speakers of English and then try
11 and imitate them to improve your pronunciation. I also use an
12 English-English dictionary to look up words I don't understand and of
13 course I try to read a lot of English magazines and books.

14 *John* : Wow, Kate! That is amazing! What is the most important thing when
15 learning English?

16 *Kate* : When someone corrects a mistake in your speaking or writing don't get
17 upset! Making mistakes is how you learn so practice is important!
18 Remember the most important thing is don't be scared to speak!

Email Task 3:



Email Proofreading

Decide whether to make changes to the underlined words in the email below. Pay particular attention to correct punctuation and capitalization.

請選出正確答案取代劃線部份，請特別注意大小寫、標點符號的用法。

| | |
|----------|-------------------------------------|
| From: | RobertLin@yahoo.com.tw |
| To: | Prof_CWang@mcu.edu.tw |
| Subject: | Reason for handing in homework late |

<1> Dear professor Wang,

I am sorry for handing in my homework late. <2> actually, I finished with my report the night before it was <3> due. when I woke up the next <4> morning, I had a very bad stomachache. I did not go to school that day. I hope that you will not give me low marks simply because I handed in my work late. <5> thank you

Best regards,

Robert Lin

Class 90001, Student No. 96011245

1. a. dear professor wang b. dear Professor Wang
c. Dear Professor Wang d. 不用改

2. a. actually , b. Actually,
c. Actually , d. 不用改

3. a. due. When b. due . When
c. due.When d. 不用改

4. a. morning,I b. morning, I
c. morning , I d. 不用改

5. a. Thank you. b. Thank you
c. thank you. d. 不用改

Lesson 4. Leisure activities.

Punctuation 4 - ; " : A ? , a / ! ...

A. *Look at the following paragraph containing 12 punctuation errors. Using what you have learned about punctuation in the last three units, find these errors.*

1 Did you know that it is possible to take a ride on a horse in the
2 centre of London? you can, in one of London's largest green spaces -
3 Hyde Park . Hyde Park contains more than 4,000 trees, a lake
4 , a meadow for the horses, and it covers an area of 142 hectares.
5 the lake is big enough for 50 small rowing boats, so you can take a
6 boat out onto the water after you have finished riding. a Taiwanese
7 person may be surprised to visit Hyde Park early in the morning,
8 because it is now a very popular place for English people to practice
9 tai chi ! Close to Hyde Park, you will find Kensington Gardens
10 . This park is nearly as big as Hyde Park but its character is very
11 different.It has long avenues of trees, carefully planted hundreds of
12 years ago , and Italian-style gardens that are looked after every day .
13 The most wonderful feature though, is Kensington Palace
14 , a wonderful redbrick building, built by an English king over 300 years
15 ago. you could spend a whole day discovering these two peaceful green
16 spaces in the heart of busy London.

B. *Re-write the following, correcting errors of capitalization and punctuation*

1. many different religions are practiced in britain.there are quite large communities of hindu, jewish, and christian people , and many other small groups . [11 errors]

2. traditionally ,people give christmas gifts or money to their staff on boxing day ,which is the day after christmas . [10 errors]

3. many muslims in england have a traditional Islamic Festival called ramadan , during which nothing can be eaten or drunk between dawn and nightfall . [7 errors]

4. ancient traditions were adapted by churches in england , wales and scotland as the Island became christian . [8 errors]

5. most children hang a sock or pillow by their bed on christmas Eve , imagine their excitement when they see the sock full of gifts and candy from santa claus [7 errors]

Email Task

Describe a favorite activity using appropriate vocabulary; formulate and email an invitation and answer the respondents received email.

Email Task 4.

Write an email to your teacher telling them about your favorite leisure activity. Invite your teacher to join you. Remember to give details of where and when the activity will take place. Your teacher will reply to your email. You must also answer your teacher's email. Remember to have a relevant and simple subject line.



Email Proofreading

Decide whether to make changes to the underlined words in the email below. Pay particular attention to correct punctuation and capitalization.

請選出正確答案取代劃線部份，請特別注意大小寫、標點符號的用法。

| | |
|----------|--------------------------|
| From: | purplegal8@hotmail.com |
| To: | mvillani@yahoo.com |
| Subject: | Dance Club at Ming Chuan |

<1> dear Maria,

I am the president of the Sophomore Dance Club. We've never <2> met,
but your friend Ivy is in my English <3> class Ivy told me that you are a
wonderful modern dancer. <4> the other club members and I would really
like some foreign students to join our group. That would be great! Our
club meets every Tuesday <5> evening . If you are interested, please
write back.

Sincerely,

<6> Mandy Wu

1. a. dear maria b. Dear Maria c. Dear maria d. 不用改
2. a. met , but b. met ,but c. met, but d. 不用改
3. a. class. Ivy b. class . Ivy c. class,Ivy d. 不用改
4. a. the Other b. The other c. The Other d. 不用改
5. a. evening. if b. evening.If c. evening. If d. 不用改
6. a. mandy wu b. Mandy wu c. mandy Wu d. 不用改

Lesson 5. How Do I Get There?

Punctuation 5 - ; " : A ? , a / ! ...

Example : Look at the following pieces of text. One contains a punctuation mistake, the other is correct. Can you explain why the first sentence contains a punctuation mistake and the second sentence is correct?

- A. Two of our business partners, Mrs. Helen White and Mr. Jack Bailey, would like to visit the National Palace Museum this evening. ✓

- B. Two of our business partners, mrs. helen white and mr. jack bailey, would like to visit the National Palace Museum this evening. ✗

Answer: Names must always begin with capital letters, and titles must also begin with capital letters. Examples of titles are Mr. for a man, Mrs. for a married woman, Ms. for a woman who may be married or unmarried, and Dr. (Doctor).

*Now look at the following paired sentences and pieces of text. One is correct, and other incorrect. Mark them * for incorrect, and ✓ for correct.*

(1)

- A. Mr. Blake and his son david enjoy watching soccer, but don't often have a chance to go to the Yuanshan Soccer Stadium.
- B. Mr. Blake and his son David enjoy watching soccer, but don't often have a chance to go to the Yuanshan Soccer Stadium.

(2)

- C. I was introduced to Longshan Temple many years ago, by my old Taiwanese friend, Mr. yang.
- D. I was introduced to Longshan Temple many years ago, by my old Taiwanese friend, Mr. Yang.

(3)

- E. An American teacher in Taipei, Harry Keller, had never tried Chinese medicine before he went to see Dr. Wu for back problems.
- F. An American teacher in Taipei, harry Keller, had never tried Chinese medicine before he went to see dr. Wu for back problems.

Punctuation 6 - ; " : A ? , a / ! ...

Example : *Look at the following pieces of text. One contains a punctuation mistake, the other is correct. Can you explain why the first sentence contains a punctuation mistake and the second sentence is correct?*

- A. The Taipei MRT will soon become larger when a new line to Neihu is opened ✖

- B. The Taipei MRT will soon become larger when a new line to Neihu is opened. ✔

| |
|---|
| Answer: Sentences must always finish with a period. |
|---|

*Now look at the following paired sentences and pieces of text. One is correct, and other incorrect. Mark them * for incorrect, and ✓ for correct.*

(1)

- A. Long journeys on the MRT can be boring. I always take my MP3 player with me.
- B. Long journeys on the MRT can be boring I always take my MP3 player with me.

(2)

- C. Continue along Zhongshan North Road until you come to the intersection with Minquan West Road. It is a huge intersection
- D. Continue along Zhongshan North Road until you come to the intersection with Minquan West Road. It is a huge intersection.

(3)

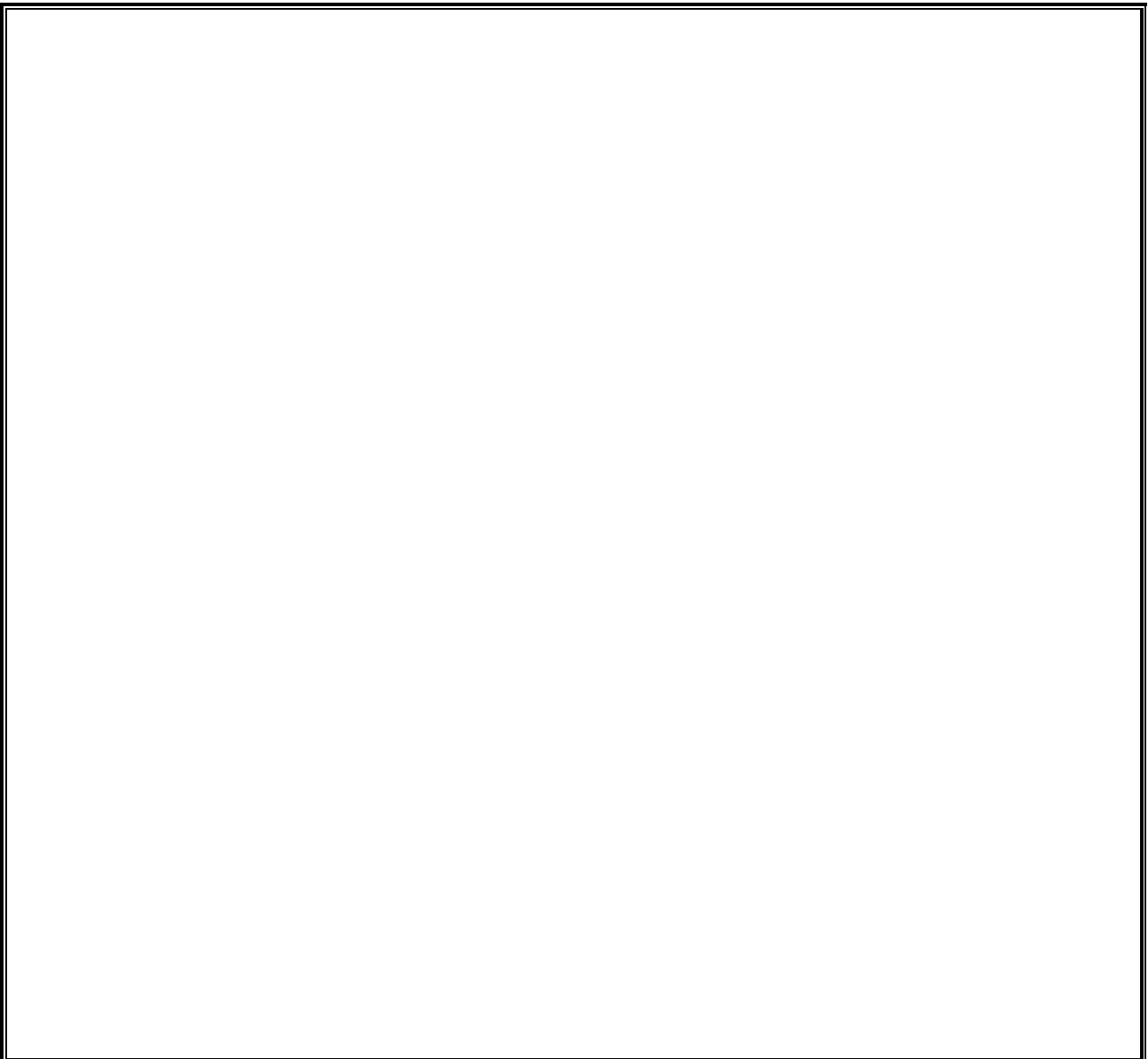
- E. Don't worry if you get lost in Taipei There are lots of taxis and people are very helpful.
- F. Don't worry if you get lost in Taipei. There are lots of taxis and people are very helpful.

Email Task

Write an email giving advice and directions

Email Task 5:

Your teacher will give you a set of requests to each group. Use the map on page 77 to give the directions so that your teacher can do all the things they wanted. Each group must write an email to the teacher giving accurate directions.



Email Proofreading

Decide whether to make changes to the underlined words in the email below. Pay particular attention to correct punctuation and capitalization.

請選出正確答案取代劃線部份，請特別注意大小寫、標點符號的用法。

| | |
|----------|------------------|
| From: | gs123@mcu.edu.tw |
| To: | mds456@yahoo.com |
| Subject: | Life in Taiwan |

Dear <1>mom and dad,

This is my second week in <2>taipei. I normally get up <3> at 7a m and have a typical <4>taiwanese breakfast. I like the food here, but sometimes <5>its too greasy. After <6>breakfast , I usually ride the <7>mrt to school. I'm learning a lot of <8>chinese at school. School usually finishes <9> at 5 o'clock.

In the evening, I often stay home and watch TV, but sometimes I go out for dinner with friends. Life is very interesting here. Next weekend I'm going to <10>kenting national park with my classmates. I'll tell you more about my trip when I get home.

Love,

George

1. (a) Mom and dad (b) mom and Dad (c) Mom and Dad (d) 不用改
2. (a) tai-pei (b) Taipei (c) Tai-pei (d) 不用改
3. (a) at 7 Am. (b) at 7AM (c) at 7 a.m. (d) 不用改
4. (a) Taiwan (b) Taiwanese (c) taiwan (d) 不用改
5. (a) it's (b) its' (c) it (d) 不用改
6. (a) breakfast. (b) breakfast, (c) ,breakfast (d) 不用改
I usually I usually I usually
7. (a) Mrt (b) MRT (c) MRT. (d) 不用改.
8. (a) China (b) china (c) Chinese (d) 不用改
9. (a) at 5 o、 clock. (b) at 5 o、 clock (c) at 5 o'clock (d) 不用改
10. (a) Kenting (b) Kenting (c) kenting (d) 不用改
national park National Park National Park

Lesson 6. That's What Friends Are For.

Punctuation 7 - ; " : A ? , a / ! ...

Example : Look at the following pieces of text. One contains a punctuation mistake, the other is correct. Can you explain why the first sentence contains a punctuation mistake and the second sentence is correct?

- A. Although we are good friends,I always had arguments with John when we were girlfriend and boyfriend.That is just the way our personalities interacted.
- B. Although we are good friends, I always had arguments with John when we were girlfriend and boyfriend. That is just the way our personalities interacted.

Answer: A space must be used after a period (.) or comma (,). This is also true for question marks (?), exclamation marks (!), semicolons (;), and colons (:).

*Now look at the following paired sentences and pieces of text. One is correct, and other incorrect. Mark them * for incorrect, and ✓ for correct.*

(1)

A. Relationships are never easy. I have been going out with Sarah for 5 years, and we still argue all the time.

B. Relationships are never easy. I have been going out with Sarah for 5 years, and we still argue all the time.

(2)

C. Can you imagine anything more difficult than staying with the same person for the rest of your life? I can't.

D. Can you imagine anything more difficult than staying with the same person for the rest of your life? I can't.

(3)

E. Little habits can cause big problems in relationships. For example, my father's nail-biting drives my mother crazy.

F. Little habits can cause big problems in relationships. For example, my father's nail-biting drives my mother crazy.

Punctuation 8 - ; " : A ? , a / ! ...

Example : *Look at the following pieces of text. One contains a punctuation mistake, the other is correct. Can you explain why the first sentence contains a punctuation mistake and the second sentence is correct?*

A. She is kind、 friendly、 caring and considerate.

B. She is kind, friendly, caring and considerate.

Answer: The 頓號 symbol (、) is not used to separate items on a list in English. Use a comma (,) for this purpose.

*Now look at the following paired sentences and pieces of text. One is correct, and other incorrect. Mark them * for incorrect, and ✓ for correct.*

(1)

A. I need a job, a wife and a car.

B. I need a job、 a wife and a car.

(2)

C. There are many things that she does that annoy me: she blows her nose loudly、 she never washes the dishes、 and she always complains that I don't earn enough money.

D. There are many things that she does that annoy me: she blows her nose loudly, she never washes the dishes, and she always complains that I don't earn enough money.

(3)

E. Her boyfriend is tall, dark and handsome.

F. Her boyfriend is tall、 dark and handsome.

Email Task

Write an email describing the personality traits/characteristics of two people.

Email Task 6:

Choose two different people from the following list:

- sibling (brother or sister)
- best friend
- ex-boyfriend/girlfriend
- teacher
- someone who was cruel to you in the past
- a parent.

Remember to include the reason(s) why you have used these personality traits to describe the two individuals.

Email Re-writing

Read the following email and rewrite it correctly in the email form provided. Pay attention to grammar, punctuation and capitalization. Remember to begin and end the email in an appropriate way.

From: yyhwang@gmail.com

To: yuan@mcu.edu.tw

Subject: My english life

Dear professor yuan

I am a student from malaysia.Right now, I m taking your practical english one.I love english very much.I hope to improve my english reading listening speaking and writing by studying at ming chuan university.

This is my first class at ming chuan university.Teacher is nice but I dont really know my classmates.I still need some time to get to know them well.So far everything is ok.

Thank you for your reading

Have a nice weekend

Yue Ying Hwang

From: yyhwang@gmail.com

To: yuan@mcu.edu.tw

Subject:

Lesson 7. That's Entertainment

Punctuation 9 - ; " : A ? , a / ! ...

Look at the following paragraph containing 12 punctuation errors. Using what you have learned about punctuation in the last two units, find these errors.

1 Every year in Hollywood, USA, there is a meeting of some of the richest
2 、 most beautiful、 most successful people in the world This celebration is
3 the Oscar Awards, where prizes are given for the best movie
4 director,actors and movies. You can watch the Oscar ceremony from
5 almost anywhere in the world. However, the Golden Raspberry Award is
6 not so famous. These prizes are given for the worst movies , acting and
7 directing. Many famous actors and actresses, including tom Cruise and
8 Jennifer Lopez, have been awarded a Golden Raspberry for bad acting,but
9 of course they never come to the ceremony to collect their awards!In
10 fact, only the African American actress halle Berry ever came to the
11 Golden Raspberries to collect an award for bad acting, for her part in the
12 film *Catwoman* Many people admired her for being brave enough to do this!
13 The ceremony was started by Los Angeles academic John wilson in the
14 living room of his apartment. However, because of sponsorship they are
15 now held in some of the most expensive hotels in Los Angeles

Email Task

To use appropriate vocabulary in describing different types/genres of entertainment in combination with comparative and superlative adjective forms. This is facilitated by the following introductory exercises.

Exercise 1:

Read the sentences below and then give the comparative form for each of the adjectives listed.

- Baseball is a more difficult sport than swimming.
- Jane is happier now than a year ago.
- Could you close the window, please? It's getting colder in this room by the minute.

- interesting _____
- weak _____
- funny _____
- important _____
- careful _____
- big _____
- small _____
- polluted _____
- boring _____
- angry _____
- good _____

Exercise 2:

Read the sentences below and then give the superlative form for each of the adjectives listed.

- Taipei has got to be the most exciting city in Taiwan.
- Her biggest desire is to find a rich husband.
- She is probably the ugliest person I know.

- interesting _____
- weak _____
- funny _____
- important _____
- careful _____
- big _____
- small _____
- polluted _____
- boring _____
- angry _____
- good _____

Email Re-writing

Read the following email and rewrite it correctly in the email form provided. Pay attention to grammar, punctuation and capitalization. Remember to begin and end the email in an appropriate way.

From: cclin@gmail.com
To: robert@yahoo.com
Subject: Thanks

Dear Mr and Mrs Roberts' ,

I am liked your christmas gift very much. Your 2 child is very nice to me at the holydays. Ms Robert, you're good cooker. I am a lots liked your foods and cooks. Your house was real very beautiful and Xmas tree is put many wandeful things. I begun to missed you everyone in the Robert. Although the wether is not good everyday, but I enjoied in your home all time!

Thank you & Marry Xmas!

From: cclin@gmail.com
To: robert@yahoo.com
Subject: