

NAME: _____

DATE: _____

Writing Process Worksheet
(Accompanies Unit 1, page 12)

ASSIGNMENT: Write one e-mail message—choose between one formal or one informal— telling someone about the cultural traditions in your country.

1. PREWRITING

For each topic below, write examples of customary behaviors (Do's) and behaviors that are considered impolite, offensive, or taboo (Don'ts) in your culture.

<p>Greetings</p> <p>Do's</p> <p>-----</p> <p>Don'ts</p>	<p>Table manners</p> <p>Do's</p> <p>-----</p> <p>Don'ts</p>
<p>Conversation topics</p> <p>Do's</p> <p>-----</p> <p>Don'ts</p>	<p>Dress and clothing</p> <p>Do's</p> <p>-----</p> <p>Don'ts</p>
<p>Punctuality</p> <p>Do's</p> <p>-----</p> <p>Don'ts</p>	<p>Other things a visitor should know about your culture</p>

2. WRITING

write the e-mail. Keep in mind the level of formality for each. Use the examples you wrote in Prewriting.