

NAME: _____

DATE: _____

Writing Process Worksheet
(Accompanies Unit 1, page 12)

ASSIGNMENT: Write two e-mail messages—one formal and 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

On a separate sheet of paper, write a first draft of the e-mails. Keep in mind the level of formality for each. Use the examples you wrote in Prewriting.

3. PEER FEEDBACK

Meet with a partner. Read each other's e-mails. After reading the e-mails, complete the Peer Feedback Checklist. Then give your partner your feedback.

PEER FEEDBACK CHECKLIST		Yes	No
1. Are the e-mails interesting? If yes, write why. If no, suggest ways to make them interesting.		<input type="checkbox"/>	<input type="checkbox"/>
a. _____			
b. _____			
c. _____			
2. Are the e-mails clear? If no, point out the parts that are not clear and suggest ways to make them clearer.		<input type="checkbox"/>	<input type="checkbox"/>
a. _____			
b. _____			
c. _____			
3. Did your partner use the new vocabulary correctly? If no, underline the sentences with errors.		<input type="checkbox"/>	<input type="checkbox"/>
4. Are there any misspelled words or incorrect punctuation? If yes, circle the misspelled words and the incorrect punctuation.		<input type="checkbox"/>	<input type="checkbox"/>

4. REWRITING

Tell your partner to revise his or her e-mails based on your feedback. Revise your e-mails based on your partner's feedback.