

**Give Information about Yourself**  
**(Informational Writing)**  
**Capitalization/ Surveys**  
**Lecture 4**  
**Part 1**

Writing Conventions

Capitalization

Writing

Filling out an Informational Survey

**Give Information about Yourself**  
**(Informational Writing)**

**Writing Conventions: Capitalization**

Rules : Always capitalize...	Examples
1. the <i>first word</i> in a sentence	What is his name ? His name is Jamal Ali. He is fifteen years old.
2. the pronoun <i>I</i>	Fahd and I like to play tennis together.
3. the <i>names</i> and <i>titles</i> of people	He has a meeting with Dr. Ali Yusuf. Let's call Sana'a Nadir.

Rules: Always capitalize...	Examples
4. the names of <i>streets</i> , <i>cities</i> , <i>states</i> , <i>countries</i> and <i>continents</i>	The library is on Talia Street. She is from Cairo, Egypt. They live in Lima, Peru. Peru is in South America.
5. <i>days</i> of the week and <i>months</i> of the year	His birthday is next Thursday. We're going on vacation in June.
6. the names of <i>languages</i> and <i>nationalities</i>	He speaks Chinese. My grandparents are Mexican. They are in English class.
7. important words in titles	The title of this book is Step-by-Step Writing.

## Writing: Filling out an Informational Survey

Name: .....

                    Last           First           Middle

Address: .....

Phone Number: .....

E-mail : .....

Gender: M ... F ...

Birthdate : ..... /..... /.....

                    Year    Month    Day

Marital Status: Single ..... Married ..... Divorced..... Widowed.....

Nationality: .....

First language: .....

Other languages: .....

How long have you studied English ?

..... Never

..... Less than 1 year

..... 1 -2 Years

..... More than 2 Years

Do you work ? Yes ..... No .....

If yes, where ? ..... What hours ? .....

Signature : .....

Nationality: .....

First language: .....

Other languages: .....

How long have you studied English ?

..... Never

..... Less than 1 year

..... 1 -2 Years

..... More than 2 Years

Do you work ? Yes ..... No .....

If yes, where ? ..... What hours ? .....

Signature : .....