Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_

**Read the following work email before answering the questions below:**

To: All team email

Subject: Team meeting

hey team,

we’ve closed out the first half of the year, which means it’s time to start thinking about the data you want to present at our 6-month meeting wednesday. i've been looking at the numbers and i think we ought to focus on our monthly totals rather than our yearly totals. those are our strongest data points, so mr. randall will want to narrow the focus to those.

in our meeting friday, i mentioned talking to the washington, d.c. folks. they're working with harvard, oregon state, and the university of utah right now on some numbers, and we might be able to snag some of their data.

not only do we meet wednesday, but we’ve also got meetings on monday and tuesday to prep for that wednesday meeting. don't forget to come. the bosses will be watching, and ceo bob fitzgerald is particularly interested in what the team comes up with.

thanks

jim

 1. What assumptions do you make about the person who wrote the email, and why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. If you were a boss and saw an email like this, what would you think about the employee?

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3. Find all the words that should be capitalized in the email above and circle them. There are 31.

4. Reflect — why do you think we use capitalization, and how much of a difference do you think it makes in what your audience sees, thinks, and feels when they look at your writing?

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**In these real sentences taken from various Term 1 *The Scarlet Letter* and “Young Goodman Brown” papers, circle the words that should be capitalized. There should be 23 all total:**

5. The short story of young goodman brown is to teach everyone how people aren’t always as they seem.

6. Young Goodman Brown takes place in the 1600s, when the puritans focused heavily on religion and sins.

7. They are newlyweds and he is thinking, “what about my faith?”.

8. In the scarlet letter hester was considered a sin to their town for committing adultery.

9. puritains were very strict people and what happened to dimmesdale was bad.

10. Reverend Dimmesdale, of the little town where Hester and pearl reside, is tormented throughout the book by an unseen sin.

11. Chillingworth will take on the task to make the world a living hell for poor reverend Dimmsdale who does not have a clue that Chillingworth is Hester's husband.

12. Atthe end of *The Scarlet Letter* Reverend Dimmsdale and Hester decide to move away to england so they can start a new life together.

13. In *The Scarlet Letter*, hester helped and was always protecting her daughter pearl.

14. In conclusion, i think that sin is a powerful thing in our community.

15. A story that was similar to the scarlet letter was the story of young goodman brown.