FROM
READING
TO
WRITING

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Series Editor
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UNIT FIVE

Keeping Up with Technology
In this chapter you will:

• read about problems with e-mail
• learn about pronouns
• write a unified paragraph

PRE-READING

Discussion

Discuss the questions in pairs or small groups.

1. Which do you receive more: e-mail or letters (snail-mail) from the post office? How many of each do you get in a week?
2. Who sends you snail-mail or e-mail?
3. Are there some kinds of mail or e-mail that you don’t like to get? Explain what kinds.
4. E-mail can sometimes give computers viruses. Do you have a computer? Has it ever gotten a virus? What can you do to protect it?
Vocabulary

Read the sentences. Match the boldfaced words with the definitions in the box.

1. I like to use technology such as my cell phone, my computer, and the Internet.
2. Communication is easy with e-mail. You can send information to people quickly.
3. A letter or an e-mail can carry a message from one person to another.
4. Many people with things to sell put advertisements in newspapers, magazines, on the Internet, and in e-mails.
5. Some e-mail users have a computer program to block the e-mail they do not want.
6. E-mail viruses can spread fast. They can go quickly from one computer to another.
7. That computer company is famous, so the company’s name is familiar to most people.
8. I’m having a problem with my computer. I don’t know how to deal with it.

a. a piece of information that you leave for someone when you cannot speak to him or her
b. machines, equipment, and ways of doing things that are based on modern knowledge of science and computers
c. words, pictures, short movies, etc. which try to make people buy a product or use a service
d. the act of speaking or writing to someone and being understood by him or her
e. known well, recognizable
f. pass from one place to another and affect more and more people
g. do something to solve a problem
h. a set of instructions for a computer that makes it do something; a kind of software
Bill Gates loves technology. He probably likes using e-mail. It makes communication easier, both at work and with friends. But Gates probably does not love opening his e-mail. He receives over 4 million messages a day. Most of these messages do not come from his friends or co-workers. They are the kinds of e-mail that bring problems: spam, phishing e-mail, and messages with viruses.

Spam is e-mail that nobody wants. It comes from people with something to sell, like medicine or land or an idea for making money. The sellers try to find buyers by sending out spam with advertisements. They often send thousands of these messages at a time. In fact, 70 percent of all the e-mail on the Internet is spam. That means more than 1 million pieces of spam go out every second! These unwanted messages can create problems for the people who get them. For example, many office workers get more spam than useful e-mail. It can take them a lot of time to delete all those messages. So, many companies use computer programs that help block spam.

Phishing e-mails are another big problem. These e-mails look as if they come from a familiar bank or company, but they really come from criminals. The criminals try to take advantage of e-mail users by sending phishing e-mails with false information. For example, they say that the bank or company has a new website. Then they tell readers to go to the website and type in their bank account or credit card number. When someone does that, the criminals can then try to use the account number. There are now laws and computer programs to help stop phishing, but e-mail users still receive 6.1 billion phishing e-mails every month. They need to read their e-mail very carefully so they won't be fooled.

Computer viruses are a serious problem, too. A virus is a program that changes how a computer works. It makes bad things happen to the computer. The worst virus to date was the ILOVEYOU virus. In the spring of 2000, it hit over 45 million computers around the world. When an e-mail user opened a message with this virus, the virus deleted files from his or her computer. Then the virus spread from that computer to the computers of friends and co-workers. In the end, it cost businesses over 14 billion dollars. Today, every e-mail user needs to know about computer viruses. There are over 50,000 of them in the world, and a new one is sent almost every 18 seconds.

Every e-mail user has to deal with spam, phishing, and viruses. In spite of these serious problems, most people still like using e-mail. It makes communication both faster and easier. Even Bill Gates probably prefers 4 million e-mails to 4 million letters or phone calls.

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1. co-worker: someone who works with you  
2. delete: erase a piece of information from a computer’s memory  
3. criminal: someone who breaks the law  
4. website: a set of pages on the Internet about a particular subject or belonging to a particular organization  
5. file: information on a computer that is stored under a particular name
Identifying Main Ideas

Read each question. Circle the letter of the best answer.

1. What is the main idea of the reading?
   a. E-mail makes work much easier today.
   b. E-mail viruses are a serious problem.
   c. Some kinds of e-mails cause problems.

2. What is the main idea of paragraph 2?
   a. Nobody likes advertisements.
   b. There are too many advertisements in spam.
   c. Many e-mail users have a problem with spam, or unwanted e-mail.

3. What is the main idea of paragraph 3?
   a. Some e-mails come from criminals.
   b. Phishing e-mails are a problem for many people.
   c. E-mail users need to read their e-mail very carefully.

Identifying Details

Mark the statements T (true) or F (false). Correct the false statements.

F 1. Bill Gates gets 4 thousand e-mail messages a day.
   ___ 2. Spam usually comes from someone you know.
   ___ 3. People send about 1 million spam messages every day.
   ___ 4. A virus is a program that changes the way a computer works.
   ___ 5. Phishing e-mails are messages with advertisements.
   ___ 6. Phishing e-mails come from criminals.
   ___ 7. The ILOVEYOU virus only damaged computers in the United States.
   ___ 8. Companies buy software to protect their computers from spam.
Understanding Pronoun References
When you read, it is important to see the connections between nouns and pronouns. Pronouns take the place of nouns. A pronoun refers to a noun that came before it.

**EXAMPLE**

- **Bill Gates** loves technology. **He** probably likes using e-mail.

Two kinds of pronouns are subject pronouns and object pronouns.

Subject Pronouns: *I, we, you, he, she, it, they*

Object Pronouns: *me, us, you, him, her, it, them*

**Practice**

*Read the paragraph. Circle each pronoun. Draw an arrow to the noun that it refers to.*

Last week when Rafael checked his e-mail, **he** got a strange message. It said that the e-mail was from his bank. The e-mail sender wrote that the bank had lost customers’ personal information. As a result, it needed their social security numbers. Rafael deleted the message because he knew it was a phishing e-mail.

**FROM READING TO WRITING**

Reflecting on the Reading

*Discuss the questions in pairs or small groups.*

1. Bill Gates probably prefers e-mail to letters or phone calls. Which kind of communication do you prefer? Why?
2. The reading describes three kinds of e-mail problems. Which one do you think is the most serious? Explain.
3. Do you like using new technology? Explain.
Activating Your Vocabulary

Which sentence is closest in meaning to the one with the boldfaced word or phrase? Circle the letter.

1. Many people use new technology at work.
   a. They work with new people.
   b. They have new machines and ways of doing things.

2. The news spread slowly.
   a. It took time for more people to learn the news.
   b. The news got more and more interesting.

3. Please give her this message.
   a. Give her this information from me.
   b. Give her this gift from me.

4. Communication is important to people in the business world.
   a. People in the business world must have the newest machines.
   b. People in the business world must speak and write to others.

5. Some e-mail messages have advertisements.
   a. Some e-mail messages tell about things for sale.
   b. Some e-mail messages cause harm to people’s computers.

6. Be careful opening e-mail if the sender is not familiar to you.
   a. Be careful opening e-mail if you do not know the sender.
   b. Be careful opening e-mail if you do not like the sender.

7. All e-mail users have to deal with viruses.
   a. All e-mail users must buy viruses.
   b. All e-mail users must know what to do about viruses.

8. I have a new computer program.
   a. I have a new part for my computer.
   b. I have new software to use in my computer.
Read the model paragraph.

MODEL

The Camera in My Cell Phone

My cell phone camera has several advantages. It is small, light, and easy to carry. I always have my phone with me, so I don’t need to plan to take photos. I am ready to take them at any time. I often take photos when I am with my friends. Then I can send the photos to my friends in text messages. My friends and I do this a lot because it is fun and easy to share photos this way. I can also send photos from my phone to my computer, and then I can save them or print them. For all these reasons, I am happy to have a camera in my cell phone.

Writing a Unified Paragraph

A good paragraph is unified. That means that all of the supporting sentences relate to the controlling idea in the topic sentence. They all belong in the paragraph.

Look again at the model paragraph. The topic sentence is My cell phone camera has several advantages. All of the supporting sentences describe the advantages of the camera, so the paragraph is unified.

When a sentence does not support the controlling idea, that sentence is irrelevant.

EXAMPLES

• I think most cell phones come with cameras today.
• I have another camera, too.

These sentences are irrelevant because they do not support the controlling idea in the topic sentence of the model paragraph. They do not describe advantages of the writer’s cell phone camera.

Practice

Find the irrelevant sentence in each paragraph and cross it out.

1. Computer viruses can cause a lot of trouble. Some viruses make computers run slowly. Some viruses make programs stop working. Some destroy files. That happened to my brother. Viruses can cost people a lot of time and money.
2. Spam is a big problem for me. It takes me a lot of time to delete these unwanted messages, and sometimes I delete messages from friends by mistake. I usually send them instant messages instead of e-mail. Sometimes my mailbox is full of spam, so it has no room for the mail I want. I really hate spam.

3. E-mail has many advantages over other kinds of communication. You can send messages faster than regular mail. You can easily send the same message to many people at the same time. Compared to the telephone, e-mail costs less, and you don’t have to answer your mail right away. All e-mail users should have a virus protection program.

4. There are two important disadvantages to riding in elevators. First, when you ride in an elevator, you just stand there and don’t get any exercise. People today don’t get enough exercise, so they should avoid elevators and take the stairs. Some disabled people have to depend on elevators. Second, elevators can get stuck if there is a power failure, and being trapped in an elevator is a terrible experience. I recommend not using elevators.

**Using Commas**

Commas have many uses. Here are three rules to remember:

1. Use a comma before *and, but, or, or so* in a compound sentence.

   **EXAMPLES**
   - I have a cell phone camera, **and** I use it a lot.
   - My cell phone camera doesn’t take great photos, **but** they’re good enough.
   - I can save the photos, **or** I can delete them.
   - My cell phone battery is low, **so** I need to charge it.

2. Use commas after items in a series of three or more.

   **EXAMPLES**
   - My cell phone is small, black, and shiny.
   - I use the camera to take pictures of my friends, my family, and my cat.
3. Use a comma after a word or phrase that introduces a sentence.

**EXAMPLES**
- At home, I transfer the photos from my cell phone to my computer.
- Last month, I got a new cell phone.
- In addition, it is easy to share photos.

**Practice**

A. Look for commas in the model paragraph on page 98. Find an example of each comma rule and copy the sentence.

1. commas in a series
2. a comma in a compound sentence
3. a comma after an introductory phrase

B. Add commas to the sentences that need them. Three sentences do not need commas.

1. Phishing e-mails look real, but they are not.
2. E-mail users have to deal with spam viruses and phishing e-mails.
3. Many people use e-mail both at work and at home.
4. At work I receive about 30 e-mails a day.
5. I often receive spam and I usually just delete it without reading it.
6. Spam often has ads for ways to make money look younger or lose weight.
7. Computer programs help block spam and kill viruses.
8. People may worry about viruses but they usually continue to use e-mail and visit websites.

C. Write sentences with commas. Follow the directions.

1. Write a compound sentence with and, but, or, or so.
2. Write a sentence with a series of three items.
3. Write two sentences. Begin each sentence with one of these introductory words or phrases: Finally, Last week, On weekends, or For example. Be sure to use two different words or phrases.

**Editing**

*Read the paragraph. Correct the incomplete sentences, and fix the mistakes in punctuation and use of pronouns. There are eight mistakes including the example.*

**The Disadvantages of My Brother’s Motorcycle**

My brother has a motorcycle, and there are several disadvantages to it. It is useful only in nice weather. A motorcycle rider can’t see very well in the rain. He gets wet, too. In addition a motorcycle can carry only one or two people. It can carry some small things but it not good for grocery shopping for a family, for example. Most of all, a motorcycle is not safe. Nothing protects the rider in an accident so I worry about my brother. I want him to sell his motorcycle. Because of these disadvantages.

**WRITING ASSIGNMENT**

*Write a paragraph. Follow the steps.*

**STEP 1** Get ideas.

A. Work in pairs. Add at least two more kinds of technology to the list.

- cameras
- cell phones
- electric guitars
- text messaging
- cars
- dishwashers
- electronic dictionaries
- videocameras
B. Choose two or three kinds of technology to talk about with your partner. Ask and answer the questions about each one.

1. How do you use it?
2. How is it helpful?
3. What problems does it have?

STEP 2 Organize your ideas.
A. Choose one kind of technology from Step 1. Make notes about it. Organize your notes like this.

<table>
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<tr>
<td>Advantages</td>
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</table>

B. Write about advantages or disadvantages of this technology as your topic. On a piece of paper, make an outline.

STEP 3 Write your paragraph.
Write your paragraph. Follow the outline you made in Step 2.

STEP 4 Check your work.
Read your paragraph. Use the writing checklist to look for mistakes, and use the editing checklist on page 192 to mark corrections.

Writing Checklist
- Did you use correct paragraph format?
- Did you describe advantages or disadvantages, not both?
- Did you place commas where you need them?
- Are subject and object pronouns used correctly?
- Is your paragraph unified, with no irrelevant sentences?

STEP 5 Write a final copy.
Correct your mistakes. Copy your final copy and give it to your instructor.