



Contents

Unit 1	Email	1
Unit 2	A Simple “Thank You” Brings Rewards to All	6
Unit 3	Are You a Blogger Too?	11
Unit 4	American Dining Habits	16
Unit 5	Micro Films	21
Unit 6	Web Conferencing	26
Unit 7	A Tooth for a Tooth	31
Unit 8	The Secret to Online Shopping	36
Unit 9	A Healthy Life	41
Unit 10	Confidence Is More Than an Attitude	45
Unit 11	Manners	50
Unit 12	Problems with Automobiles	55
Unit 13	Online Courses	60
Unit 14	Collectibles	65
Unit 15	Google’s Attempt at Social Networking	70
Keys and Scripts	75