

# LEARNING PLAN 2



## BUSINESS PROOFREADING & EDITING

### OVERVIEW: SPELLING AND WORD USAGE

Spelling correctly is the key to producing good written communications and building a solid professional image. In some cases, spelling errors may be amusing to readers, but they are embarrassing to the person who made the error and could be damaging to the reputation of the company.

#### Learning Activities:

1. Study and complete the Chapter 2 Checkup Activities (Avoid peeking at the correct answers until you have given each exercise your best effort)
2. Proofread and edit your work using the Chapter 2 Keys
3. Watch the Youtube videos on spelling.
4. Listen to the Grammar Girl podcast about homonyms (which she refers to as homophones).
5. [Complete the Spelling and Word Usage Learning Object](#)

#### Assessment Activities:

1. Complete the Gregg Expedition.
2. Edit the Chapter 2 Application F.
3. Participate in the Spelling Discussion on BlackBoard.
4. Complete the Spot the Error Activity.
5. Compete the Chapter 2 test.

