

LEARNING PLAN 3



BUSINESS PROOFREADING & EDITING

OVERVIEW: CAPITALIZATION

Capitalization is used to give importance and emphasis to words. In order to capitalize words correctly, you must be familiar with capitalization rules most often applied in business writing.

Learning Activities:

1. Study Chapter 3 and complete the 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 3 Keys
3. Watch the Youtube video on capitalization.
4. Visit LibraryOnline for examples of capitalization rules.
5. Listen to the breeze presentation on capitalization.

Assessment Activities:

1. Complete the Gregg Expedition.
2. Edit the Chapter 3 Application E.
3. Participate in the Discussion about the impact of text messaging.
4. Complete the Spot the Error Activity.
5. Complete the Chapter 3 test.

CAPITALIZATION

FIRST WORD IN A SENTENCE
You are my very best friend in the world.

PRONOUN I
Valorie and I are going to the movies tonight.

NAMES OF PEOPLE AND TITLES
The next ones to go are Dr. Mann and Mr. R. Day.

OPENING OF A LETTER
Dear Louis Garcia, Dear Mom and Dad,

FIRST WORD IN THE CLOSING OF A LETTER
Your friend, Sincerely, Yours truly,

TITLE OF A WORK
New York Times Where the Red Fern Grows

PROPER NOUNS
Dallas Cowboys The Alamo Ford Mustang

FIRST WORD IN A DIRECT QUOTATION
Zachary yelled, "Watch out for that tree!"

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