

# 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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