

LEARNING PLAN 4



BUSINESS PROOFREADING & EDITING

OVERVIEW: PLURALS AND POSSESSIVES

Errors that frequently occur in business writing are often due to incorrect formation and punctuation of plural and possessive nouns. Understanding the many rules about forming plurals and possessives will help you become an expert in use of grammar and punctuation and a resource for your company.

Learning Activities:

1. Study Chapter 4 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 4 Keys
3. [Watch Grammar Rock – Nouns Video](#)
4. [Complete the Possessive Nouns Learning Object](#)
5. [Listen to the “Grammar Girl” Podcast on Collective Nouns](#)
6. Watch the Youtube video on irregular plurals.
7. Listen to and watch the Chapter 4 breeze presentation.

Assessment Activities:

1. Complete the Gregg Expedition.
2. Edit the Chapter 4 Application E.
3. Edit the Chapter 4 Application F.
4. Do the Spot the Error Activity.
5. Complete the Chapter 4 test.

