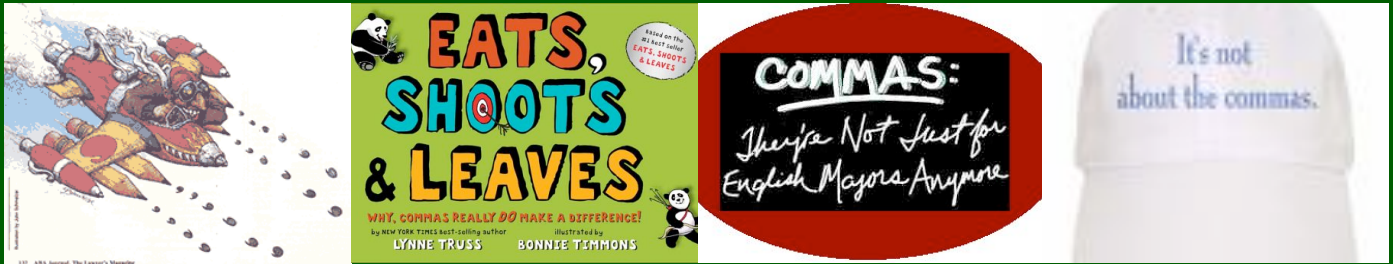


LEARNING PLAN 5



BUSINESS PROOFREADING & EDITING

OVERVIEW: COMMA USAGE

The comma and the period are the two most frequently used punctuation marks. The comma is the most frequently misused punctuation mark. In Chapter 5, you will learn about commas with letters parts, commas that set things off, commas that separate, and when NOT to use commas.

Learning Activities:

1. Study Chapter 5 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 5 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. Explore the Brainsprouts website for visual examples of comma rules and usage:
[Part 1](#)
[Part 2](#)
[Part 3](#)
7. Listen to and watch the Chapter 5 breeze presentation.

Assessment Activities:

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

