

LEARNING PLAN 6



BUSINESS PROOFREADING & EDITING

OVERVIEW: OTHER PUNCTUATION

Punctuation in written communication indicates pauses, gestures, and desired changes of expression. If we didn't have punctuation marks, our written words would be very confusing. We also need to be able to insert the appropriate punctuation mark at the appropriate place in a sentence. One misplaced punctuation mark can change the whole meaning of a sentence.

Learning Activities:

1. Study Chapter 6 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 6 Keys.
3. [Explore the Punctuation Junction web site for fun examples.](#)
4. [Listen to the Grammar Girl podcast on use of colons.](#)
5. Watch the punctuation song video.
6. Listen to and watch the Chapter 6 breeze presentation.

4. Participate in the Proofreading and Editing Discussion in BlackBoard.
5. Do the Indiana Jones of Typos Activity.
6. Complete the Chapter 6 tests.

Assessment Activities:

1. Complete the Gregg Expedition.
2. Edit the the Chapter 6 Application E.
3. Edit the Chapter 6 Application F

