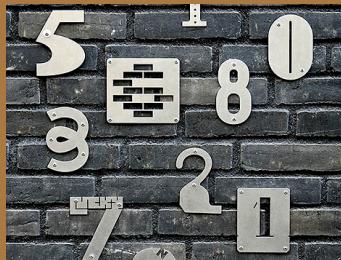


LEARNING PLAN 9



BUSINESS PROOFREADING & EDITING

OVERVIEW: NUMBER STYLE

Numbers in business communicates are extremely important because we rely on numbers to make good decisions. Letters, memos, invoices, medical records, and other business communications often include numbers. It is particularly important to proofread numbers because the reader often has no way of knowing when a number is incorrect.

Learning Activities:

1. Study Chapter 9 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 9 Keys.
3. Listen to and watch the breeze presentation on number style.
4. [Visit the GrammarBook.com web site for more examples of number rules.](http://GrammarBook.com)



Assessment Activities:

1. Participate in the It's Your Turn discussion.
2. Complete the Spot the Error activity.
3. Edit the Chapter 9 Application F.
4. Complete the Chapter 9 test.