

Introductory Learning Plan



BUSINESS PROOFREADING AND EDITING

Good communication skills are essential for today's workforce. The use of computers, fax machines, scanners, and copiers has greatly increased the *quantity* of information transmitted, but the *quality of the information* is still largely up to the individual. That's why English, grammar, proofreading, and editing skills are so important. This course will help you acquire English usage principles to ensure clear, concise, and effective communication.



Learning Activities

1. Read about the difference between proofreading and editing.
2. Read the instructions about the introductory Homepage activity.
3. Click here for information about the Introductory Discussion designed to get us a little more acquainted with each other and the "discussion board."
4. Listen to and watch the breeze presentation.
5. Visit the Gregg Reference Manual web site.

6. Watch the Youtube video about using The Gregg Reference Manual.

Assessment Activities

1. Complete the Homepage Activity Parts 1 & 2 on BlackBoard.
2. Participate in the Introductory Discussion on Blackboard.
3. Complete the Gregg Reference Manual Activity on BlackBoard.
4. Complete the Introductory Exam on

