LEARNING PLAN 1

BUSINESS PROOFREADING & EDITING

OVERVIEW: KEYBOARDING ERRORS

Written communications serve a vital role in every organization. Managers and employees use memos, letters, e-mail messages, reports, spreadsheets, and other documents to convey essential information to people inside or outside their organizations. This learning plan will help you learn to apply proofreading and editing techniques to help convey information correctly and effectively.

Learning Activities:

1. Study and complete the Chapter 1 activities

2. Watch and Listen to the Breeze presentation on Keyboarding Errors

3. Watch the Proofreading Video

4. Listen to the "Grammar Girl" Podcast on Proofreading

5. Complete the Chapter 1 Checkup Activities
   (Avoid peeking at the correct answers until you have given each exercise your best effort)

6. Proofread and edit your work using the Chapter 1 Keys

Assessment Activities:

1. Complete the Gregg Expedition.

2. Edit the Chapter 1 Application E.

3. Do the Plain Language Activity.

4. Complete the Spot the Difference Activity.

5. Complete the Chapter 1 Test.