

# PUNCTUATION, PROOFREADER MARKS, & SYMBOLS

**DIRECTIONS:** Bingo Rules applicable (Normal bingo, 4 corners, and X and coverall)

**P**rior to formatting reports and keying timings, students review punctuation marks with the correct spacing that follows. In addition, the symbols from the top row on the keyboard are reviewed. The proofreader marks for rough drafts are tied into this learning exercise.

**S**tudents can create their own “Proof” “Punct” or “Symb” cards and also become familiar with tables and their spacing capabilities. This instructor has created the cards in advance when the time frame for student creativity is not available.


**S**tudents create at least two bingo cards for each activity by handwriting the mark or symbol in the square of their choice. When the cards are instructor created, samples are keyed into the squares for student clarity. Envelopes of scrap paper cut into smaller squares are the cover material.

**T**he list of selected proofreader marks is included in this packet.

**P**rizers are awarded, the competition is friendly, and the learning curve for all has been declared a success when the quiz/test scores are returned.

**A** quiz follows these activities. Scores have been excellent after this review.


# PROOF READER'S MARKS

P	R	O	O	F
SS				
	DS			
				QS
		RM LM		
BM TM				

SYMBOLS TABLE		
Symbol name	Symbol	Example
Single Space	QS	single
Double Space	SS	Double
Quad Space	DS	Quad
Diagonal	/	The/
Tab	----->	Begin
Tilde	~	used in dictionaries to indicate the omission of the entry word
Accent	`	Diacritic word
Enter	----- <-----	Enter
Backspace	<-----	Backspace
Caps lock	Shift	Caps
Multiplication Sign	×	1 x 2
Division sign	÷	1 ÷ 2
Greater than less than	≥	2 ≥ 1
Euro	€	€1
Dollar	\$	\$1
Yen	¥	¥1
Copyright	©	©2010
Trademark	™	™Business
Exclamation	!	End!
Question Mark	?	What?
At sign	@	<a href="mailto:Business@yahoo.com">Business@yahoo.com</a>
Percent sign	%	1%
Number Sign	#	#1
Quotation mark	“	“The begin”
Show Hide marks	¶	The ¶ beginning ¶
Ampersand	&	Back & front
Asterisks	*	*The sentence is wrong
Pound sign	£	£1
Service Mark	SM	SM2010
Infinity	∞	∞+∞
Ohm Symbol	Ω	Ω
Square Root	√	√2
Sound Copyright	®	®2010
Currency Sign	₹	₹ money
Equals Sign	=	=10
Addition Sign	+	1 + 1
Subtraction Sign	-	1 -1
Lowline	_	The_Score
Colon	:	Including:
Semi Colon	;	Including;
Inverted Question	¿	¿What?

PROOFREADER'S MARKS		
Marks	Draft	Final Copy
Omit Space	Data Base	Database
Insert	If hes going	If he's not going
Capitalize	Maple street	Maple Street
Delete	A final draft	A draft
Insert space	Allready to	All ready to
Change Word	And if you	And when you
Lower Case	Our <u>P</u> resident	Our president
Paragraph	Most of the	Most of the
Bold	He <u>did</u> say	He <b>did</b> say
Don't delete (stet)	A <u>true</u> story	A true story
Transpose	How you can	How you can
Spell out	Keep 1 copy	Keep one copy
Move left	She fell	She fell
Move Right	The final	The final
Move as Shown	The two pages extra	The extra two pages
Italic	Vogue magazine	<i>Vogue</i> magazine
Underline	Vogue magazine	<u>Vogue</u> magazine

## PUNCTUATION MARKS

P	U	N	C	T
“ marks”	;			
				Exclamation point
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			?	

Student Name:





Date::

Hour

Quiz

Directions:		Write each proofreader mark to the right of it's definition. Use black ink, per classroom rules.	
	Align copy; also, make these items parallel		Insert apostrophe
	Begin a new paragraph		Let it stand; ignore correction
	Capitalize		Lowercase
	Close up		Move down; lower
	Delete		Move left
	Delete space		Move right
	Do not begin a new paragraph		Move up; raise
	Double space		Insert semicolon
	Tab		Enter
	Insert		Right margin; left margin
	Insert comma		Spell the word out
	Insert period		Transpose; turn the letters or words around
	Bottom margin; top margin		Single space
	Insert quotation marks		Quadruple space
	Insert space		Underline or italic

# SYMBOLS`

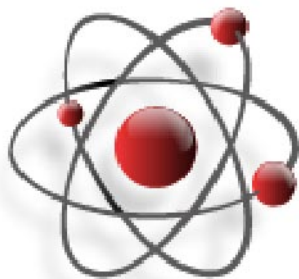
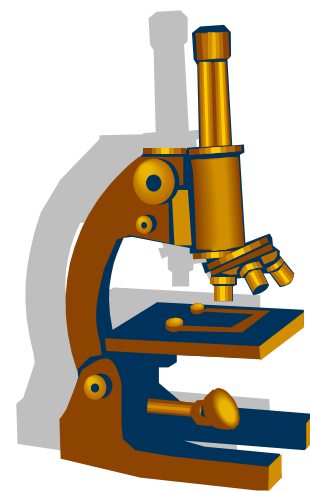
S	Y	M	B	L
				
				Tilde
				
				

# Periodic Table Project

Mr. Hepper and Ms. Venable need your help!!! You are to create EITHER a Movie Maker or Photo Story Project on the Periodic Table of Elements for their science classes.

## Directions:

1. You each have 3 families of elements for your project.
2. Your Choice of production in EITHER a Movie Maker or Photo Story.
3. Slide 1 contents:
  - Name of Element
  - Symbol of Element
  - Atomic Number
  - Atomic Weight
  - Number of Protons, Electrons, and Neutrons
  - Voice recognition of Element
4. Slide 2 Contents:
  - Pictures of products that use or are made of the element.
5. Each slide must have movie transitions and effects.



## *Scoring Guide*

Name of Element	5	
Symbol of Element	5	
Atomic Number	5	
Atomic Weight	5	
Number of Electrons	5	
Number of Neutrons	5	
Number of Protons	5	
Name of Element done with your voice	15	
3 or more pictures of products	15	
Movie transitions	10	
Movie effects	10	
<b>TOTAL</b>	<b>85</b>	

# Instructional Strategy (Review Game) “Leap Frog”

Leap Frog will get everyone in your review session involved. It is individual-centered, but your students can get a great sense of class pride from it, too.

## Supplies:

- Index cards with questions and answers Hint: Could type up in PowerPoint and print 2 slides per page. This way changes could be made easily.
- 1st card says “Start” and underneath has the 1st question
- The 2nd card has the answer to the 1st question, and the 2nd question
- The 3rd card has the answer to the 2nd question, and the 3rd question, and so on
- The last card has the answer to the last question, and the word “End”

## How to Play:

1. Shuffle the cards and pass them out to your students. Students can receive more than one card, but each student should have at least one.
2. The student with the “Start” card begins by reading their question out loud.
3. The person who has the card with the answer to that question reads it, and then reads their question.
4. The game continues until the last card has been read.

## Bonus Tip:

*Want to instantly focus **all** of your students on this strategy?* Introduce the time factor. Let them go through the cards a few times. Afterward, tell them “That was great, guys. But I was timing you, and you know what? Last period was 5 seconds faster.” You’ll have instant concentration.

## Example: PowerPoint

<p style="text-align: center;"><b>START</b></p> <p><b>Q. What is the basic unit of any PowerPoint presentation?</b></p>	<p style="text-align: center;"><b>A. Slide</b></p> <p><b>Q. What button is used to view the PowerPoint presentation in full screen view?</b></p>	<p style="text-align: center;"><b>A. Slide Show</b></p> <p style="text-align: center;"><b>END</b></p>
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# Instructional Strategy (Review Game)

## Last Student Standing

Do you have students that just can't sit still? With this review strategy, they won't have to. Last Student Standing combines quick thinking with movement to maximize engagement.

### Supplies:

- Overhead projector and transparency sheets OR large pieces of paper
- Space to allow free movement in your room
- 10 or more review questions

### How to Play:

1. Tell students they will be answering review questions, *not* by stating them out loud or writing them down, but by *moving* to one of the 4 corners of the room.
2. Have a review question on each slide/overhead/piece of paper. Put possible answers to the questions on the corners of the paper. Students will go to the corresponding corner of the room with the answer they think is correct.
3. Once the students have made their choices and are in the corners, reveal the correct answers.
4. Students in the correct answer corner remain there and standing. Students in one of the 3 wrong answer corners take their seats and are out until the strategy is complete.
5. Repeat until only one student is left.

### Bonus Tips:

You can keep students at their seats engaged by having them write down the answer for questions after the one they missed. Alternatively, they can act as lifelines for one or more of those still standing.

This strategy may turn into a stalemate if you have multiple high-level students. If so, you may want to reward all students still standing after a certain amount of time/questions. Or as an alternative, you could have a sudden death longer-answer question, or first-person-to-answer-correctly question.

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# Instructional Strategy (Review Game)

## “Darn It”

### Purpose:

- To allow students to practice vocabulary
- To build student relationships in the classroom
- To increase student engagement through competition

### How to Play:

- Divide students up into pairs.
- Give each group of students a list of vocabulary words (might want to include the definition the first time and then move to not letting them look at the definitions)
- Give each pair a whiteboard. (Hint: Go to Lowe’s or Home Depot and have them cut up a piece of shower board. Cheap alternative to real white boards)
- On whiteboard, each pair writes 1-12, include 2 ‘DARN IT!’

### Example:

Group 1	
1.	website
2.	plug-in
3.	domain name
4.	DARN IT
5.	search engine
6.	Boolean search
7.	podcast
8.	DARN IT
9.	netiquette
10.	copyright
11.	trademark
12.	citation

Group 2	
1.	copyright
2.	plug-in
3.	citation
4.	trademark
5.	search engine
6.	Boolean search
7.	DARN IT
8.	domain name
9.	podcast
10.	DARN IT
11.	website
12.	netiquette

- 1 team roll a pair of dice.
- The team then picks the number they roll.

### Example:

If they roll a 1 and a 4, they can pick #1, #4, or add them together to get #5. If the team has rolled the number before and got it right they choose a different number. They may have to roll again if they’ve already correctly answered all three numbers.

- The other pair gives the definition of the number they choose.
- If they answer correctly, the term gets erased off of the board so they don’t guess it again. Though it would still remain on the other team’s board until they guess it.
- Group guesses: 1 pt (keep track of your own pts.); ‘darn it’ = lose all your points

### ● Tips:

- Set the timer (Ex. 7 minutes). This keeps the games going quickly and students engaged.
- The winning teams stay and the losers must move to another team.
- Can do all class period to review up to 40 words.

## OFFICE TECH

### Office Simulation

#### Day 1:

Last week, you created your own service business and created a logo, letterhead, and memo pads. This week we will continue to use that lesson as you complete activities. Please use the format guide beside your computer to follow for each job. You will be judged on your work and performance each day and be paid accordingly. At the end of the unit, you will be “paid” for your work and can buy prizes—bonus points, soda, candy, etc. with your earnings. Today you will be setting up forms for your business.

1. Open Excel. You need to create a place to keep track of your revenue ( money coming into your business) and your expenses (money going out of your business). Open up a new file and choose statements, 12 month cash flow statement. Adjust it for your business (take out lines that don't apply, add lines you need, change names of things that don't pertain to your business. You invested \$5000 in your company to get started so you need to put that in start up cash.
2. You need statements to send out to your customers. Play around with the templates and find a statement for your business, insert your company name and address, your logo, and change anything that needs changed to adapt to your business.
3. Design receipts to give to your customers when they pay you. Use the same procedures as you did in #2.

#### Day 2:

Today you will orient and set up information for your employees. You will have to set up info to pay them and then tell them about your company policies and suc.

1. Open Excel and create a payroll register. Use a template if necessary. You must have at least three employees.
2. Send your employees a memo that tells them about the services you sell and how much you charge. You must have at least 5 price choices. Make sure you look at the Format Guide for proper memo set up. Save as price memo and print. Details are:

1st Paragraph: Write telling the employees that here is the price list.

2nd Paragraph: Make a 4-column table using following price information.

Paragraph 3: Tell the employees you are looking forward to high sales. Then thank them for the good work they have been doing.

3. Create business cards for your business to hand out at future events. On the business card include the company name, address, city, state, zip, phone number, your name as the computer specialist, and the new logo you have designed. Design one card and then copy 10 cards on one page. Details:

- Open up Indesign Choose the option to print a set of 10 if possible.
- The size of the card will be the size of regular business card. (3 1/2" by 2")
- (Optional) Add border around the outside. You may use a single line, a bold line, shadowing, or a decorative border.
- Add your company name on the card about size 18- 24 points.
- Add the additional lines of the companies address, etc. in a more readable font, about size 10-12 points.
- Add the logo you have created and resize on the right of the card.
- Make any additional adjustments as needed to improve the layout of the card so it is balanced and looks good.
- Save in your simulation folder as business cards.
- If your software will not print 10 copies on a page, copy the card and paste it until you have a whole page of cards.
- Print

### Day 3

Your business is having a Grand Opening and you need a promotional flyer to hand out to potential customers. Create a flyer that can be put in the local newspaper and mailed out with our promotional letters. The flyer will include four elements: (1) a border, (2) the title, (3) a graphic or logo, and (4) the details of our promotion. It will be printed on an 8.5 by 11 sheet of paper.

- Open InDesign or Word.
- Choose the poster or flyer option. Orient the page to portrait.
- Place a border around the outside of the document. It can be a line border or a picture border.
- Insert a title in the top 1/4 of the document. The title can be in a very large (48-72 points) decorative font. Change the shape of the title using WordArt if you would like.
- Add a graphic or picture in the middle part of the document.
- Add details in the bottom of the flyer. Use a large serif or sans serif font (20-36 points). Add another section of details in middle part beside the picture. Use a large serif or sans serif font (20-36 points). Add your initials or name in the bottom right hand corner in a very small font (6-10 points).
- Preview your flyer for balance and layout on the page. Make any adjustments needed to create a well designed flyer.
- Proofread, save, and print.

In addition, five customers came in and purchased items. Make up names, addresses, and info for these people and fill out invoices for them.

### Day 4

You need to go to a buyer's convention somewhere in the United States. Find a city to visit for three days, develop an itinerary for these three days. Your conference starts on noon on the 1<sup>st</sup> day and includes a lunch. It ends at noon on the third day. Make sure you find flights that will get you there on time and then return flights that leave after noon (and you have to get to the airport). Include flight

time and costs, rental car costs, hotel info and cost, and budget in entertainment and dining—you should select one attraction to visit and one restaurant each day.

1. Open up Word.
2. Follow the format guide given to you and make a basic itinerary.
3. In word, open a new document and choose itinerary. It will give you spaces to fill in details for your trip.
4. Print both the itinerary that you developed in #2 and the one in #3.

Three customers placed orders on account. Fill out STATEMENTS for all of them.

#### Day 5

Since you are a new business in town, you have been invited to the Chamber of Commerce to meeting to present information on our business. Create a 10 slide power point with information about your business. Make sure to include your logo and company name, products/services offered and their prices, and info on how to contact you.

Create receipts for four customers. They can be repeat customers.

One customer from day one came in and returned items. Credit their account in the cash flow statement. You had to pay rent of \$500 on your building and buy insurance for \$600. Record these as expenses.

#### Day 6

Create a short commercial for your business that shows our current specials. It should be 20 to 30 seconds long and have a jingle made up to music. You will not actually make it, just create a script and the jingle.

#### Day 7

It's your Open House day! Create four flyers for around your store with specials, type up a list of your specials, and come up with some drawing or game for gift certificates.

You had a great day with the open house—fifteen people bought things. Type of invoices or receipts.

#### Day 8

A friend of yours is having a party and wants to use your services. Come up with a theme for the party and bill her for your services. Find something appropriate for your business.

Three customers made purchases today. Type invoices or receipts.