Business English

Unit 5 (Chapters 10, 11, & 12)

*Assignments will be due at the beginning of the next class session*

*Want More Practice* answers are found at the end of each chapter. Working through these before completing your homework assignments and quiz is strongly recommended*.*

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| **Class Date** | **Covered in class:** |
| May 31 | Chapter 10 cont’d  Ch. 10 Reinforcement Exercises: 3B  Guffey Quiz Worksheet  Chapter 11: “Semicolons and Colons”  Chapter 11 Reinforcement Exercises: Level 1B, 2C as time allows |

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| *Assignment* | Reinforcement Exercises: 3D (Photocopy handed out in class. Add the commas and the rules.)  Ch. 10 Guffey Worksheet  Read Chapter 11: “Semicolons and Colons”  Ch. 11 Reinforcement Exercises: Level 2B, 3B  Read handout on colons posted on Blackboard |

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| **Class Date** | **Covered in class:** |
| June 5 | Finish Ch. 11 as needed  Chapter 12: “Other Punctuation”  Ch. 12 Reinforcement Exercises: Level 1B, 1C, 2B  Ch. 12 Guffey worksheet |

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| *Assignment* | Read Chapter 12: “Other Punctuation”  Instructor worksheet on commas, semicolons, and colons  Ch. 10 Quiz on Blackboard  Ch. 11 Quiz on Blackboard  Ch. 12 Reinforcement Exercises: Level 2C, 3B,  On a separate sheet, complete Level 3C  Instructor worksheet |

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| **Class Date** | **Covered in class:** |
| June 7 | Review Unit 5 |

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| *Assignment* | Ch. 12 Quiz found on Blackboard  Unit 5 Review (pp. 317–321)  Answers can be found in the back of the book. (Self-check) |

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| **Class Date** | **Covered in class:** |
| June 12 | **Exam – Chapters 10, 11, & 12**  **Some questions may cover Unit 1.**  Begin Chapter 3: “Nouns: Plurals and Possessives” |

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| *Assignment* | Read Chapter 3: “Nouns: Plurals and Possessives”  Gregg Worksheet 10: |