

**PROOFREADING A BUSINESS RELATED THEME**  
(This assessment may be used in conjunction with Standard 3B.I)

**Performance Standard 3A.I**

Each student will write a theme on a topic chosen by the teacher or selected through a class activity such as brainstorming. The theme developed for Standard 3B.I may be used as the basis for this assessment. The paper will be evaluated for mechanics using the Mechanics/Usage Rubric for conventions of English usage, and the results will be totaled to determine the student's performance accordingly:

- *Limiting errors in punctuation and spelling:* limit errors in punctuation, capitalization, end punctuation and apostrophes as defined in the ISAT Writing Rubric Conventions list; limit spelling errors of age-appropriate words; limit significant comprehension problems created by punctuation.
- *Limiting errors in usage:* limit errors in English usage (e.g., subject-verb agreement, pronoun-antecedent agreement, misplaced modifiers, omitted words, homonyms, verb tense, connectors/transition words).
- *Limiting errors in sentence boundaries:* limit sentence boundary errors (i.e., fragments, run-on sentences); limit paragraph miscues and formatting errors.

**Procedures**

1. ***In order to use correct grammar, spelling, punctuation, capitalization and structure (3A)***, students should experience sufficient learning opportunities to develop the following:
  - Compose and edit using Standard English (e.g., clarity, subject/verb agreement, adverb/adjective agreement, verb tense, audience, purpose for writing).
  - Format documents in final form for submission and/or publication.
  - Proofread for correct English conventions.

In the business world, it is very important that all communication is written using proper spelling, punctuation, grammar and sentence structure. This assessment meets the Illinois Workplace Skills D5 (Communicating on the Job/Follow written directions) and K1 (Demonstrating Technological Literacy/Demonstrate basic keyboarding skills). The assessment also meets the Administrative Support occupational skill Standards #58 (Information Processing Activities/Key, process, print and store text and data information using integrated software and #66 (Word Processing/Key, print and store business reports and manuscripts from legible longhand or edited rough draft).

2. Have students review and discuss the assessment task and how the rubric will be used to evaluate their work.
3. Each business student should be familiar with the rules of grammar and their application to written English.
4. Each business student should be familiar with the techniques of editing and proofreading.
5. Each business student should be familiar with the format for the finished document.
6. On day one, the students will write the first draft of the theme. Possible topics include economic decisions, features of PowerPoint, features of Excel and explanation of adjusting entries; or the topic suggested in Standard 3B.I may be used. On day two students will revise, edit and format the finished document.
7. Each student will be assessed on errors in mechanics and usage, using standard composition grading marks; and the numbers of minor and major errors will be totaled to determine the student's proficiency. The list of errors attached to the ISAT Writing Rubric is the standard. The attached rubric utilizes that list of errors to determine the student's level of proficiency.
8. Evaluate each student's performance using the rubric. Add each student's scores to determine the performance level.

**Examples of Student Work**

- [Meets](#)
- [Exceeds](#)

**Time Requirements**

- One class period for writing the draft theme
- One class period to revise, edit and format it

**Resources**

- Business related theme from Standard 3B.I (if appropriate)
- Writing materials, including available technology
- Copies of the writing prompt
- Conventions of Usage Rubric

### **PROOFREADING A BUSINESS RELATED THEME**

The theme written for Standard 3B.I may be used as the basis for this assessment, or one of the following sample writing prompts may be used:

You have just completed the PowerPoint unit in Computer Applications. Explain at least three features of PowerPoint that make it a powerful presentation tool.

You have just completed a unit on economic systems. Explain three decisions of buyers and sellers in the marketplace that largely answer the question of what to produce in our private enterprise system.

## PROOFREADING A BUSINESS RELATED THEME

Note: This *Conventions of Usage Rubric* was adapted from the ISAT Writing Rubric.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

- Exceeds standard (must receive 11 - 12 total points)   
  Approaches standard (must receive 5 - 7 total points)  
 Meets standard (must receive 8 - 10 total points)   
  Begins standard or absent (must receive 3 - 4 total points)

	<b>Conventions of English – Punctuation and Spelling</b>	<b>Conventions of English – Usage</b>	<b>Conventions of English – Sentence Boundaries</b>
<b>4</b>	<ul style="list-style-type: none"> <li>• 0-3 minor errors in punctuation, capitalization, end punctuation and apostrophes as defined in the ISAT Writing Rubric Conventions list.</li> <li>• No spelling errors of age appropriate words.</li> <li>• No significant comprehension problems created by punctuation.</li> </ul>	<ul style="list-style-type: none"> <li>• 0-3 errors in English Usage, including:               <ul style="list-style-type: none"> <li>○ Subject-Verb Agreement</li> <li>○ Pronoun-Antecedent Agreement</li> <li>○ Misplaced Modifiers</li> <li>○ Omitted Words</li> <li>○ Homonyms</li> <li>○ Verb Tense</li> <li>○ Connectors/Transition Words</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No major sentence boundary errors (i.e., fragments, run-on sentences).</li> <li>• No paragraph miscues.</li> <li>• No formatting errors.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• 4-8 minor errors in punctuation, capitalization, end punctuation and apostrophes.</li> <li>• 1-3 spelling errors of age appropriate words.</li> <li>• No significant comprehension problems created by punctuation.</li> </ul>	<ul style="list-style-type: none"> <li>• 4-6 errors in English Usage, including:               <ul style="list-style-type: none"> <li>○ Subject-Verb Agreement</li> <li>○ Pronoun-Antecedent Agreement</li> <li>○ Misplaced Modifiers</li> <li>○ Omitted Words</li> <li>○ Homonyms</li> <li>○ Verb Tense</li> <li>○ Connectors/Transition Words</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No major sentence boundary errors (i.e., fragments, run-on sentences).</li> <li>• No or one paragraph miscue.</li> <li>• Minor formatting errors.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• 9-12 minor errors in punctuation, capitalization, end punctuation and apostrophes.</li> <li>• 4-6 spelling errors of age appropriate words.</li> <li>• Some significant comprehension problems created by punctuation. Meaning can be determined with some effort.</li> </ul>	<ul style="list-style-type: none"> <li>• 7-9 errors in English Usage, including:               <ul style="list-style-type: none"> <li>○ Subject-Verb Agreement</li> <li>○ Pronoun-Antecedent Agreement</li> <li>○ Misplaced Modifiers</li> <li>○ Omitted Words</li> <li>○ Homonyms</li> <li>○ Verb Tense</li> <li>○ Connectors/Transition Words</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 sentence boundary errors (i.e., fragments, run-on sentences).</li> <li>• 1-3 paragraph miscues.</li> <li>• Significant formatting errors.</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li>• More than 12 minor errors in punctuation, capitalization, end punctuation and apostrophes.</li> <li>• Excessive spelling errors of age appropriate words.</li> <li>• Many significant comprehension problems created by punctuation. Meaning may not be determined.</li> </ul>	<ul style="list-style-type: none"> <li>• 10 or more errors in English Usage, including:               <ul style="list-style-type: none"> <li>○ Subject-Verb Agreement</li> <li>○ Pronoun-Antecedent Agreement</li> <li>○ Misplaced Modifiers</li> <li>○ Omitted Words</li> <li>○ Homonyms</li> <li>○ Verb Tense</li> <li>○ Connectors/Transition Words</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• More than 3 sentence boundary errors (i.e., fragments, run-ons).</li> <li>• Significant paragraphing miscues.</li> <li style="text-align: center;">OR</li> <li>• Paragraphing not attempted.</li> <li>• Major formatting errors.</li> </ul>
<b>Score</b>			

## PROOFREADING A BUSINESS RELATED THEME

### MAJOR AND MINOR ERRORS

#### SENTENCE CONSTRUCTION

##### Major Errors

- Incorrect subject/verb agreement
- Run-on
- Fragment
- Omitted words that interfere
- Incorrect usage
- Incorrect use of common words
- Incorrect pronoun reference
- Confusing tense shifts

##### Minor Errors

- Incorrect use of connectors between clauses
- Omitted words that do not interfere

#### USAGE

##### Minor Errors

- Commas in a series, for opening or clauses
- Awkward or odd use of words/phrases, but meaning still clear
- Homonyms (its/it's, there/their/they're, to/two/too)

#### SPELLING

##### Major Errors

- Misspelled common words (same misspelled word considered once)

##### Minor Errors

- Inventive spellings for unusual or less frequently used words

#### PARAGRAPH FORMAT

##### Major Errors

- Using titles to delineate paragraphs
- Numbering paragraphs

##### Minor Errors

- Inconsistent separation of paragraphs

#### PUNCTUATION/ CAPITALIZATION

##### Major Errors

- Omission of initial caps
- Common proper nouns
- Missing/incorrect end punctuation
- Missing or misplaced apostrophes

##### Minor Errors

- Missing periods for abbreviations