

WORKSHOP OUTLINE: COMMAS, COLONS, AND SEMICOLONS

I. Basic Description: In 2-3 sentences, describe the workshop.

Students will learn the difference between commas, colons, and semicolons and learn how to use them appropriately.

II. Workshop Entry Expectations

Skills Level Ranges: Reading 3; Writing 3; Listening/Speaking 5; Math 1

III. Workshop Exit Standards

Upon successful completion of this workshop, the student will be able to:

- 1) Understand the appropriate use of commas, colons, and semicolons;
- 2) Identify differences between the three punctuation marks and correct their misuses;
- 3) Proofread with more success.

IV. Workshop Content

The following concepts, ideas, or topics must be covered:

- 1) The six major uses of a comma
 - a. Introductory material, compound sentences, series, appositives, clauses, convention
- 2) Basic rules for semicolon
 - a. Between two complete sentences and separating items in a list containing internal punctuation
- 3) Basic rules for the colon
 - a. “Drum roll” of punctuation, complete sentence as set up precedes it.

V. Methods of Presentation

The following methods of instruction may be used in the course:

1. Directed class discussions, small-group discussions, peer group writing workshops, individual conferences, small-group conferences, and student presentations;
2. Films, audio-visuals, slides, and hand-out materials may be used to supplement discussion and readings;
3. Debate, role-playing activities, group projects, or other active learning;
4. Guest speakers from related disciplines may be invited to present special topical material;
5. Student ownership and presentation of assigned workshop material.

VI. Methods of Evaluation

The following methods of evaluation may be used in the workshop:

- 1) Pre- and Post-tests.

VII. Student Learning Outcomes

Upon successful completion of this workshop, the student will be able to demonstrate his/her ability to:

- 1) Use commas, semicolons, and colons effectively and correctly.