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.