**Ms. Brandon’s Flipped Classroom Lesson Plan – Basic Comma Rules**

**Lesson Title**: Comma Usage and Rules

**Subject Area**: Business English

**Grade Level:** Postsecondary

**Time Needed:** Two 53-minute classes

**State or Common Core Standards:** N/A

**Course Learning Objectives**

* Students will learn to use commas effectively in written communication.
  + Direct Addresses
  + Dates, Addresses, and Geographical Items
  + Phrases
  + Clauses
  + Contrasting Statements
  + Clarity

**Textbook**: *Basic English Review*, *9th Edition* by Karen Schneiter Williams

**Student Learning Resources at Home (to be accessed from course site)**

* Textbook, described above
* Instructor Online Learning Platform Resources
  + Technology Questionnaire: survey assessing technology skills
  + Google Slides Presentation: overview of comma rules
  + Google Doc: word document on comma rules focusing on direct addresses, compound sentences, and complex sentences
  + Podcast: audio file of comma rules focusing on prepositional phrases and dates, addresses, and geographical items
  + Comma Movie: movie focusing on comma usage in contrasting statements and clarity
  + Interactive Computer Quiz: quizzes published by the textbook publisher focusing on all comma rules
  + Thinglink Interactive Image: provides links to online resources focusing on commas
  + Scoop-It Site: contains links to online resources focusing on commas
  + Diigo Online Bookmark: internet site containing bookmarks for useful electronic information on commas
  + Writing Samples: sample paragraphs illustrating proper comma usage
  + Comma Quiz: short pretest quiz
  + Comma Test: Final quiz on material

**Student Learning Activities at Home**

Before Monday’s class**:**

* Students will complete the online technology survey found on the course site
* Students will read Unit 10 in the textbook.
* Upon completion of assigned reading, students will access and review the following from the online course site:
  + Google Slides
  + Google Doc
  + Podcast
  + Sample writings
  + Interactive quiz which accompanies the textbook and covers comma usage

Before Wednesday’s class:

Students will access and review the following from the course site:

* Comma Movie
* Thinglink
* Diigo Bookmarks
* Sample Writings
* Interactive quiz which accompanies the textbook and covers comma usage

**Classroom Activities**

Monday’s class**:**

* Question and answer class discussion of comma rules to ensure that all students understand the rules.
* Practice writing assignments in teams. Each student will independently write a sample paragraph which illustrates proper use of commas. Team members will work together to review all writing samples and cite comma rules.
* A proofreading exercise will be assigned, and team members will work together to correct all comma errors. Solutions will be provided for students to check their work.
* Students will take pre-test quiz.

Wednesday’s class:

* Students will independently submit a writing sample illustrating proper use of commas for grading.
* A quiz will be administered electronically; each student will take the test independently.

**Assessments**

* Writing sample
* Comma Quiz