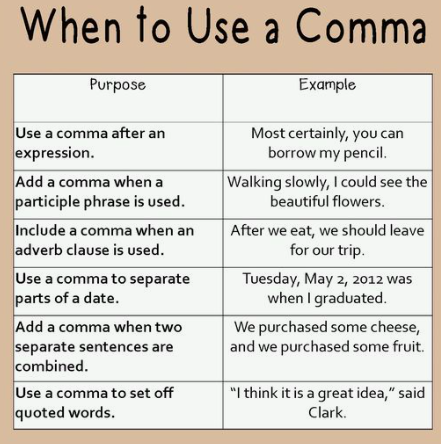
**Unit 2 Handout 5: Grammar and Keyboard**

**A. Grammar Rules**

**B. Keyboard**

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**C. Microsoft Work Shortcut**

**D. Comma Use**