

PROOFREADING MARKS

Marks & Meanings	Examples
 capitalize	They fished in lake tahoe. 
 make it lowercase	Five S tudents missed the B us.
 spelling mistake	The day was cloudy and cold. 
 add a period	Tomorrow is a holiday 
 delete (remove)	Kim knew the the answer.
 add a word	Six  were in the litter.
 add a comma	He ate peas  corn  and squash.
 reverse words or letters	An offer swam in the bed kelp .
 add an apostrophe	The child's bike was red. 
 add quotation marks	Why can't I go? she cried.  
 make a space	He read two books. 
 close the space	Her favorite game is soft ball. 
 begin a new paragraph	We had fun. Next we went to 

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MS. TULLY

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Marks & Meanings	Examples
≡ capitalize	They fished in lake toho ^e .
/ make it lowercase	Five students missed the bus.
sp. spelling mistake	The day was cloudy and cold. ^{sp.}
○ add a period	Tomorrow is a holiday ○
↶ delete (remove)	Kim knew the the answer.
^ add a word	^{puce} Six were in the litter.
^ add a comma	He ate peas, corn, and squash.
↷ reverse words or letters	An otter swam in the bed ^{keel} .
∨ add an apostrophe	The child's bike was red.
∨ add quotation marks	Why can't I go? She cried.
# make a space	He read two books.
○ close the space	Her favorite game is soft ball.
¶ begin a new paragraph	We had fun. Next we went to

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When she drove to seattle,
Mary saw 3 accidents ~~on~~ by
the side of the Road. She
wondered ^{if} anyone was hurt.