

PROOFREADING MARKS

Marks & Meanings

Examples



capitalize

They fished in lake tahoe.



make it lowercase

Five \$tudents missed the \$us.

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

^{pups}
Six were in the litter.



add a comma

He ate peas, corn and squash.



reverse words or letters

An otter 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