

PROOFREADING MARKS

Marks & Meanings

Examples



capitalize

They fished in lake tahoe.



make it lowercase

Five ~~S~~tudents missed the ~~B~~us.

boy
~~boi~~

spelling mistake

The day was ~~cloudy~~^{cloudy} and cold.



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~~^{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 [#]twobooks.



close the space

Her favorite game is soft ball.



begin a new paragraph

We had fun. [¶]Next we went to