

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	Six ^{pups} were in the litter. ^
^ add a comma	He ate peas, corn, and squash. ^ ^
~ reverse words or letters	An otter swam in the bed help .
∩ 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