

Proofreading Marks

There are special marks that are used in proofreading. These marks are called proofreading marks. Sometimes there are slight variations in the marks. As you go through your paper or someone else's, you should use the marks to show where errors have occurred.

Proofreaders often use red pens or pencils to make proofreading marks, so the marks are more visible. For the exercises in this book, your teacher will tell you if you should use a red pen or pencil.

○ Spelling

○ Ofen | misspell words.

≡ Capitalize

≡ bill wrote the note.

/ Lower case

I know my /ad is home.

⊙ Add a period

We played basketball ⊙

^ Add a word, letter, or punctuation

Where ^{is} the book?

^ Add a blank space

Send Keri ^{to} pick up the papers.

^ Add a comma

Mike [,] our captain [,] called the plays.

∨ Add an apostrophe

Don't you think it is cold?

∨ ∨ Add quotation marks

∨ Do we need coats? ∨ Jeff asked.

∩ Take out a letter, word, or phrase

Do you ~~you~~ want a sandwich?

∞ Reverse words or letters

The bike belonged to ~~me and my sister~~.

→ Indent

→ On the first day of camp, I broke my arm.

¶ New paragraph

... we put out the campfire. ¶ The next morning ...