

Proofreading Marks

Use these marks to show corrections.

Mark	Meaning	Example
✂	Take this out (delete).	I love to to read.
⊙	Add a period.	It was late⊙
≡	Make this a capital letter.	First prize went to maria. ≡
/	Make this a lowercase letter.	We saw a B ack C at.
—	Fix the spelling.	This is our ^{house} hause .
^	Add a comma.	Goodnight [,] Mom.
∨	Add an apostrophe.	It's mine.
“ ”	Add quotation marks.	“Come in,” he said.
! ? ^ ^	Add an exclamation point or a question mark.	Help! [^] Can you help me? [^]
-	Add a hyphen.	Let's go in ⁻ line skating after school.
()	Close the space.	Foot ⁽ ball is fun.
^	Add a word.	^{red} The [^] pen is mine.
—	Underline the words.	We read <u>Old Yeller</u> .
; :	Add a semicolon or a colon.	Alex arrived at 4:00. Debbie [^] came later. [;]

Editing Checklist

Use this checklist to review and revise your writing:

Does each sentence begin with a capital letter?

Do names of people and places begin with a capital letter?

Does each sentence end with a period, a question mark, or an exclamation point?

Did I use apostrophes to show possession (*Ana's desk*) and in contractions (*isn't*)?

Did I choose the correct word (*to, too, two*)?

Did I check for spelling errors?

Did I place commas where they are needed?

Are my sentences clear and complete?

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