

PROOFREADING MARKS

Marks and Meanings

≡ capitalize

/ make it lowercase

sp. spelling mistake

⊙ add a period

↶ delete (remove)

^ add a word

^, add a comma

↔ reverse words or letters

ˆ add an apostrophe

“” add quotation marks

make a space

⌋ close the space

begin a new paragraph

Examples

They live by ~~mill~~ ~~lake~~.

The ~~C~~onductor blew his ~~W~~histle.

I love your ^{sp.}writing!

The cat drank her mill~~.~~

The food was ~~was~~ yummy!

^{rabbits}Two[^]ran along a path.

The dog had a red^{^,}fuzzy coat.

~~Th~~[↔]er house is blue.

It was the children^ˆs ball.

~~“~~Why?~~”~~ she shouted.

[#]Oneapple a day is good for you.

He went in ~~⌋~~ to the store.

We laughed. [#]Later, we...