

PROOFREADING MARKS

Marks & Meanings

≡	capitalize
/	make it lowercase
sp.	spelling mistake
⊙	add a period
↶	delete (remove)
^	add a word
^,	add a comma
~	reverse words or letters
^,	add an apostrophe
“ ”	add quotation marks
#	make a space
⌋	close the space
¶	begin a new paragraph

Examples

They fished in lake tahoe.

Five ~~s~~tudents missed the ~~b~~us.

The day was cloudy and cold.

Tomorrow is a holiday ⊙

Kim knew the ~~the~~ answer.

^{pups}
Six [^]were in the litter.

He ate peas ^{^,}corn ^{^,}and squash.

An otter swam in the ~~bed~~ ~~kelp~~.

The child's ^{^,}bike was red.

“Why can't I go?” ^{“”}she cried.

He read two[#]books.

Her favorite game is soft ~~⌋~~ball.

We had fun. [¶]Next we went to

Stargirl Study Guide Proofreading Marks

Sabine Zange



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