

## Proofreading Marks

Use these marks to show corrections.

Mark	Meaning	Example
9	Take this out (delete).	I love <del>to</del> to read.
⊙	Add a period.	It was late⊙
≡	Make this a capital letter.	First prize went to maria. <span style="margin-left: 200px;">≡</span>
/	Make this a lowercase letter.	We saw a <del>B</del> lack <del>C</del> at.
—	Fix the spelling.	This is our <del>house</del> <span style="margin-left: 100px;">house</span>
^	Add a comma.	Goodnight^Mom.
∨	Add an apostrophe.	Its ∨ mine.
∨ ∨	Add quotation marks.	∨ Come in, ∨ he said.
! ? ^ ^	Add an exclamation point or a question mark.	Help! Can you help me ? <span style="margin-left: 100px;">^</span> <span style="margin-left: 150px;">^</span>
-̄	Add a hyphen.	Let's go in- <span style="margin-left: 50px;">^</span> line skating after school.
( )	Close the space.	Foot ( ) ball is fun.
^	Add a word.	<span style="color: red;">red</span> The ^ pen is mine.
—	Underline the words.	We read <u>Old Yeller</u> .
; :	Add a semicolon or a colon.	Alex arrived at 400 Debbie came later. <span style="margin-left: 150px;">^</span> <span style="margin-left: 10px;">^</span>