

Proofreading Marks

Use these marks to show corrections.

Mark	Meaning	Example
∅	Take this out (delete).	I love ∅ 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 Black Cat.
—	Fix the spelling.	This is our house. house
↖	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.	The red 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.