

# PROOFREADING MARKS

## Marks & Meanings

## Examples



capitalize

They fished in lake tahoe.



make it  
lowercase

Five ~~S~~tudents missed the ~~B~~us.

sp.

spelling mistake

The day was cloudy and cold.  
sp.



add a period

Tomorrow is a holiday.



delete (remove)

Kim knew the ~~the~~ answer.



add a word

<sup>pups</sup>  
Six were in the litter.



add a comma

He ate peas, corn and squash.



reverse words or  
letters

An otter swam in the bed kelp.



add an apostrophe

The child's bike was red.



add quotation  
marks

Why can't I go? she cried.



make a space

He read two books.



close the space

Her favorite game is soft ball.



begin a new  
paragraph

We had fun. Next we went to