

















# Proofreading Marks

Use these marks to show corrections.

Mark	Meaning	Example
	Take this out (delete).	I love to <del>to</del> read.
	Add a period.	It was late.
	Make this a capital letter.	First prize went to <u>maria</u> .
	Make this a lowercase letter.	We saw a <del>black</del> <del>cat</del> .
	Fix the spelling.	This is our <del>house</del> <sup>house</sup> .
	Add a comma.	Goodnight <sup>,</sup> Mom.
	Add an apostrophe.	Its <sup>'</sup> mine.
	Add quotation marks.	<sup>"</sup> Come in, <sup>"</sup> he said.
	Add an exclamation point or a question mark.	Help! Can you help me?
	Add a hyphen.	Let's go in- <sup>-</sup> line skating after school.
	Add a dash.	That old automobile <sup>-</sup> which is a classic <sup>-</sup> still runs.
	Close the space.	Foot <sup>-</sup> ball is fun.
	Add parentheses or brackets.	My favorite cereals (oatmeal [not instant] and granola) are <sup>are</sup> <sup>healthful</sup> .
	Add a word or phrase.	The <sup>red</sup> pen is mine.
	Underline the words.	We read <u>Old Yeller</u> .
	Add a semicolon or a colon.	Alex arrived at 4:00; Mia arrived later.