ℳ	delete	Mark through the letter(s) or word(s) to be deleted.
∧	insert	Place the caret beneath the baseline of the word. Write the correct letter above the word.
| or ❡	insert space	The caret is not necessary. Draw a vertical line where you want space to appear.
⌒	close up	Use horizontal parentheses to join words.
∾	transpose	The transpose symbol works if the letters are side by side. Otherwise, use replace symbols.
a ⫽	replace	Draw a vertical line through the letter to be replaced and write the correct letter above it.

Examples

marked copy   *result*

occuppied   occupied

disatisfaction   dissatisfaction

runon   run on

type set   typeset

compliaint   complaint

important   important

Assignment

Mark the words in the left column so that they will match the words in the right column.

1. engineeering   engineering

2. insure   ensure

3. accomodation   accommodation

4. doctorial studies   doctoral studies

5. maintence   maintenance

6. demon strate   demonstrate

7. inthe end   in the end

8. patronege   patronage

9. sincerly   sincerely

10. inconvience   inconvenience