**TASK 6:**

**PROOF CORRECTION MARKS**These are some of the marks you will find in text that is proof-read and corrected and are the instructions to the Typist about what to correct

|  |  |  |  |
| --- | --- | --- | --- |
| **TEXT MARK** | **PROOF MARK** | **MEANING** | **CORRECT AS SHOWN** |
| Annual | sp caps | Spaced capitals | A N N U A L |
| William | uc | upper case | William |
| details of Text | lc | lower case | details of text |
| blue and red | trs | transpose | red and blue |