

# PROOFREADING MARKS

## Marks and Meanings

- ≡ capitalize
- / make it lowercase
- sp. spelling mistake
- add a period
- ~~ delete (remove)
- Λ add a word
- Λ add a comma
- ~~ reverse words or letters
- ’ add an apostrophe
- “” add quotation marks
- # make a space
- close the space
- ¶ begin a new paragraph

## Examples

- They live by mill lake.  
~~mill~~
- The ~~C~~onductor blew his ~~W~~histle.
- I love your ~~w~~ritting!  
<sup>sp.</sup>
- The cat drank her milk.  
~~milk~~
- The food was ~~wa~~s yummy!
- Two ~~r~~an along a path.  
rabbits
- The dog had a red ~~an~~fuzzy coat.
- Th~~i~~er house is blue.
- It was the children~~s~~ ball.  
children's
- “~~W~~hy?~~W~~ she shouted.
- One ~~a~~pple a day is good for you.  
apple
- He went in ~~o~~ to the store.  
into
- We laughed. Later, we...  
~~we~~