Proofreading Marks

Use these marks to show corrections.

Mark	Meaning	Example
℘	Take this out (delete).	I love ~~to~~ to read.
⊙	Add a period.	It was late⊙
≡	Make this a capital letter.	First prize went to ≡maria.
/	Make this a lowercase letter.	We saw a /Black /Cat.
———	Fix the spelling.	This is our house ~~hause~~.
^,	Add a comma.	Goodnight^, Mom.
^'	Add an apostrophe.	^'Its mine.
^" ^"	Add quotation marks.	^"Come in,^" he said.
^! ^?	Add an exclamation point or a question mark.	Help^! Can you help me^?
^-	Add a hyphen.	Let's go in^-line skating after school.
⁀	Close the space.	Foot⁀ball is fun.
^	Add a word.	The red^ pen is mine.
———	Underline the words.	We read Old Yeller.
^; ^:	Add a semicolon or a colon.	Alex arrived at 400^: Debbie came later. ^;

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