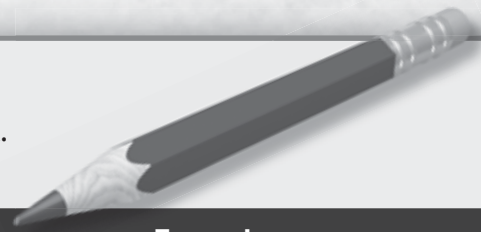


# Common Proofreading Marks

Use these proofreading marks to mark changes when you proofread. Remember to use a colored pencil to make your changes.



Symbol	Meaning	Example
¶	begin new paragraph	over. ¶ Begin a new
⌋	close up space	close u ⌋ p space
^	insert	students <sup>should</sup> think
∅	delete, omit	that the <del>the</del> book
/	make lowercase	<del>M</del> athematics
↔	reverse letters	reverse ↔ letters
≡	capitalize	washington ≡
“ ”	add quotation marks	“I am,” I said.
◦	add period	Marta drank tea ◦

## Focus on Effective Writing

### Writing Traits



All great writing has seven traits. The students in each Writer's Workshop use the traits to make their writing more effective. Read about each trait. Then read the questions to check whether you have applied the traits in your own writing.

TRAIT	HOW?	ASK YOURSELF . . .
<b>IDEAS</b>	Pick a topic and focus on your purpose.	“What is my main <b>idea</b> ?”
<b>ORGANIZATION</b>	Arrange your ideas in an effective order.	“What is the best way to <b>organize</b> this?”
<b>VOICE</b>	Express your unique style, personality, and feeling.	“What <b>voice</b> do I use to express how I feel about this subject?”
<b>WORD CHOICE</b>	Choose words to appropriately address your audience and meet your purpose.	“Do my <b>word choices</b> share my ideas in a clear, thoughtful, and expressive way?”
<b>SENTENCE FLUENCY</b>	Write sentences that flow and add rhythm and variety.	“Do my <b>sentences</b> work together naturally?”
<b>CONVENTIONS</b>	Use correct spelling, grammar, capitalization, and punctuation.	“Do I use correct <b>conventions</b> ?”
<b>PRESENTATION</b>	Create a design that is easy to read and has eye appeal.	“How can I <b>present</b> my writing so that it looks interesting and is clear to my audience?”