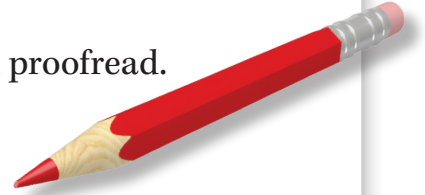


# Common Proofreading Marks

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. <sup>¶</sup> 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 <del>st</del> letters
	capitalize	<u>w</u> ashington
	add quotation marks	"I am, I said."
	add period	Marta drank tea. <sup>o</sup>

- A **personal narrative** tells a true story about me.
- I write a **friendly letter** to someone I know to share a message, say thanks, or ask a favor.
- A **how-to article** teaches something I know how to make or do.
- A **description** tells what a person, a place, a thing, or an event is like.
- A **book report** tells about a book I read and what I thought of the book.
- A **research report** shares what I learned about a topic during research.

### Proofreading Marks

Symbol	Meaning	Example
^	add	read We ^ books.
9	take out	<del>the</del> the park
⊙	add period	She is smart ⊙
≡	capital letter	<u>carl</u> <u>jones</u>
/	lowercase letter	He likes <del>S</del> occer.