

Proofreading Reference Guide

<i>Symbol</i>	<i>Meaning</i>	<i>Example</i>
	Capitalize	They fished in marsh lake.
	Make it lower case	Five Students missed the Bus.
	Spelling mistake	The day was cloudy and cold.
	Add a period	Tomorrow is a holiday
	Delete (remove)	Shannon knew the the answer.
	Add a word	Six were in the litter.
	Add a comma	He ate peas corn and squash.
	Add an apostrophe	The childs bike was red.
	Add quotation marks	Why can't I go? She cried.
	Reverse words or letters	An otter swam in the bed kelp.
	Make a space	He read twobooks.
	Close the space	Her favourite game is soft ball.
	Begin a new paragraph	We had fun. Next we went to...