



# Elementary Proofreading and Editing Marks

	Symbols	Meaning	Example	Corrected Example
A	=	Capitalize a letter	Beverly Cleary wrote Dear Mr. henshaw =	Beverly Cleary wrote Dear Mr. Henshaw.
B	/	Make a capital letter lowercase	Leigh Botts is the main Character. /	Lee Botts is the main character.
C	_____	Delete (take out)	Leigh <del>he</del> wants to be an author.	Leigh wants to be an author.
D	▲	Insert a word or letter	Mr. Henshaw to Leigh. ▲	Mr. Henshaw writes to Leigh.
E	⊙	Insert a period	Leigh writes to Mr. Henshaw ⊙ He likes his books.	Leigh writes to Mr. Henshaw. He likes his books.
F	TS	Topic Sentence		
G	↗	Insert punctuation	Leigh lives in Pacific Grove, California. ↗	Leigh lives in Pacific Grove, California.
H	○	Correct the spelling letter	Leigh has <u>trubbles</u> in school.	Leigh has troubles in school.
I	¶	Start a new paragraph	Leigh receives a postcard from Mr. Henshaw. ¶ One day his dad...	Leigh receives a postcard from Mr. Henshaw. One day his dad...
J	~	Reverse letters of words	Leigh home walked.	Leigh walked home.
K	" "	Add quotation marks		
Rows A-E (Grades K-2)			Rows A-K (Grades 3-5)	