

Name _____

Proof readers marks – Refer to your class booklet to complete the following:

Record the correct symbol next to the name of the proof readers mark.

Item	Symbol	Give Example
new paragraph		
delete a word		
transpose		
Insert a word		
Stet		
Capitalize		
Lowercase		
Insert a period		
Double space		
Set in italics		
Set in boldface		
Insert a comma		
Spell out		
Insert a space		
Delete a letter		
Close up		