

PROOFREADING MARKS

ERRORS FREQUENTLY UNDETECTED

1. In headings and subheadings
2. Near beginning and ending of lines
3. Near bottom of lines
4. Letter transpositions (chiar)
5. Number combinations
6. Small words (you/your, now/not, is/if)

HINTS FOR PROOFREADING

1. Proofread every paragraph as soon as it is typed.
2. Proofread letter by letter, space by space. Don't skim.
3. Read the document out loud.
4. Read the material two times:
 - a. Forward for content and meaning
 - b. Backward for misspelled words
5. Have another person read the document.

PROOFREADING MARKS

When editing copy, both writers and keyboard operators should use the standard proofreaders marks shown below.

~	Transpose words or characters
^	Insert wording as indicated
/	Delete; take out
STET	Let it stand; leave copy as was
¶	Start new paragraph
No ¶	Do not paragraph; run in
○	Close up; no space
#	Leave space between words
□	Move to the left
□	Move to the right
↗ ↘	Insert comma or special punctuation
/ lc	Small letters; lowercase
C & lc	Caps and lowercase
≡	Under letter—Capitalize letter
≡	Under word or words—ALL CAPS
SS	Single space; return one time
DS	Double space; return two times
TS	Triple space; return three times
QS	Quadruple space; return four times
SP	Spell out in full: SW or SW
+++	Take out underscore
□ □	Center on line
△ ○ ↺ ○	Misspelled words—note various ways to edit
△ ○	Insert period
—	Underline or italic
□	Move up
□	Move down
≡	Bold
	Align

to intently listen, teh
 He shall arrive at 7:15 p.m. on Flight 613
 We shall be very happy to see you.
 She is, of course, a loyal customer.
 The case was ended. In July we
 is beautifully illustrated. No ¶
 Most of the photographs
 under sell, over come, per cent
 noone, stockroom, allright
 Do not indent paragraphs
 My job as a camp counselor was interesting.
 The decision, however, is up to them."
 I took English, Math, and Typing.
 The title was "LEARN TO DICTATE."
 he came in june to give a book report.
 Please review Shepherd of the Hills.
 SS R1 0 blank lines
 DS R2 1 blank line
 TS R3 2 blank lines
 QS R4 3 blank lines
 He attends SP Missouri State Univ. SP
 She reads The Reader's Digest and
 Dictation Guides
 It occurred to them that Chris might loose.
 Mary will give the report, Dan will create it.
 In writing, Ibid, means
 PROCEDURES MANUAL
 19 March 20--

The play was very funny.

1.
2.

Activity 1: Write (draw) the proper proofreaders' mark beside each definition.

- | | |
|-----------------------------|---------------------------|
| _____ 1. Capitalize | _____ 11. Move right |
| _____ 2. Caps and lowercase | _____ 12. Move left |
| _____ 3. Close up | _____ 13. No paragraph |
| _____ 4. Delete | _____ 14. Paragraph |
| _____ 5. Double space | _____ 15. Quadruple space |
| _____ 6. Insert a period | _____ 16. Single space |
| _____ 7. Insert a comma | _____ 17. Spell out |
| _____ 8. Insert a space | _____ 18. Transpose |
| _____ 9. Leave as was | _____ 19. Triple space |
| _____ 10. Lowercase | _____ 20. Underline |

Activity 2: The following paragraphs have 20 mistakes. Place the correct proofreading marks where needed. Read the text very carefully to find all the errors!

Before you start to look for your first job, you will be wise to consider some techniques of job seekers that have been helpful to others. They can also pay off for you. For example, show that you are not lazy by listing the kinds of work you have done. You might have delivered papers or taken care of children. Be sure to include work for which you didn't get paid.

The strong points of your school record should be noted, of course. It will help if you can say you missed only 2 days of school in three years or your keyboarding rate was one of the worst in the class.

Activity 3: Explain in the spaces below what the following proofreading marks mean:

¹ Some ² [#] of the most famous places on earth ³ odd as this may seem, are not majestic mountains or ⁴ ^{famous} buildings. They are amusement parks – like Disney ⁵ land and Walt ⁶ Disney World, to name ⁷ ^{sp} ² of the best known ⁸.

The oldest of these so-called theme parks ⁹ [△] in ¹⁰ ^{sq} Knott's Berry ¹¹ [≡] farm. Beginning as a road ¹² [⌒] side stand where Walter and Cordelia ¹³ ^{Knott} sold berries, it has ¹⁴ ^e expanded with ¹⁵ [⌒] the times, and today draws 5 million ¹⁶ [#] people ¹⁷ ^e a year to enjoy its many ¹⁸ ^{lc} Attractions.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

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Move to the left

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↑ ↓

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lc

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Under letter—Capitalize letter

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Spell out in full: SW or SW

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□ □

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Misspelled words—note various ways to edit

△ ○

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Bold

—

Align

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PROCEDURES /MANUAL

19 March 20--

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<u>≡</u>	1. Capitalize	<u>→</u>	11. Move right
<u>C & lc</u>	2. Caps and lowercase	<u>←</u>	12. Move left
<u>C</u>	3. Close up	<u>No P</u>	13. No paragraph
<u>e</u>	4. Delete	<u>P</u>	14. Paragraph
<u>DS</u>	5. Double space	<u>QS</u>	15. Quadruple space
<u>. O</u>	6. Insert a period	<u>SS</u>	16. Single space
<u>,</u>	7. Insert a comma	<u>Sp O Sp</u>	17. Spell out
<u>#</u>	8. Insert a space	<u>N</u>	18. Transpose
<u>STET</u>	9. Leave as was	<u>TS</u>	19. Triple space
<u>lc</u>	10. Lowercase	<u>—</u>	20. Underline

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1 Some 2 # 3 odd as this may seem,
 4 famous 5 are not majestic mountains or buildings. They are amusement
 6 7 8 known 9
 parks – like Disney land and Walt Disney World, to name 2 of the best

9 The oldest of these so-called theme parks in Knott's Berry farm.
 10 se 11
 12 Beginning as a road side stand where Walter and Cordelia sold
 13 Knott
 14 berries, it has expanded with the times, and today draws 5 million
 15 16 #
 17 18 19 people a year to enjoy its many Attractions.

1. move right

7. spell out

13. insert word

2. insert space ^

8. insert period

14. delete letter

3. insert comma ^

9. insert hyphen dash

15. transpose

4. insert word ^

10. delete/add letter

16. insert space

5. close up

11. capitalize

17. delete letter

6. transpose

12. close up

18. lowercase