

Proofreading Marks

The mark	What it means	How to use it
	Capitalize	old dr. peterson has retired from sanford clinic.
	Insert	Are yu afraid o mice or snaks?
	Insert a space here	Deerhunters buy alot of orange clothing.
	Insert a period	It was snowing I got very cold
	Insert a comma	"I live in Minneapolis Minnesota " he said.
	Insert an apostrophe	Its a darn shame she doesnt do her homework.
	Insert quotation marks	"Be on time for class, said Mrs. Murray.
	Lowercase	My aunt Lost Her keys.
	Spell out or check spelling	I luv 2 type and am geting much faster!
	No space: close the gap	I do not like coo kies or ice cre am.
	Center the title	The Lion King
	Transpose/switch things	Thier car was wrecked when hit they a deer.
	Delete: take something out	Carr mufflers can be very noisy noisy.
	Delete: delete a space	Sports fans are awesome. We love our sports!
	Insert new paragraph	"Yes," said Jack. The next day it snowed.

Key

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