

Proofreader's Marks

Add a period

I went to the store ○

Add a question mark

Who are you ?

Add a comma

I bought a book, a pencil, and paper.

Add quotation marks

"Come here," said Mom.

Add a colon

I have two friends: Todd and Mary.

Add a semicolon

He loves ice cream; however, he's allergic.

Delete

She knows ~~that~~ tomorrow is Friday.

Insert

I want ^{to} go home now.

Capitalize

Jill and mary love pizza!

Change to lowercase

Don't ~~Go~~ There!

Start a new paragraph

¶ President Lincoln was a good man.

Transpose or change the order

Sarah wants a sweater blue.

Insert a space

Daddy went to the town [#] mall.

