

## All Lessons Editing and Revising

# Proofreading Marks

Mark	What It Means	Sample
≡	change to a capital letter	<u>s</u> uperball <u>g</u> irl can bounce all the way to <u>m</u> ars.
lc/	change to a lower-case letter	She bounces over <del>l</del> Mountains.
ⓈⓅ	write correct spelling	Rubberband Boy stretches to the moone. <sup>ⓈⓅ</sup>
—	delete	Their superpowers are <del>are</del> super amazing.
⌒	delete space	Every thing Eraser Kid touches turns invisible.
≡	insert space	He can <sup>#</sup> also race really fast.
⦿	insert period	Together they can save their town. They can even save the world.⦿
¶	start new paragraph	They're great! ¶ One day they became friends.
^	insert here	Each day, they look for people <sup>to</sup> help. ^
^,	insert comma	They help babies little children and grandmas. ^, ^
“ ”	insert quotation marks	“Help! Help!”cries Julio. ^ ^
? ^	insert question mark	Will someone come to help? Julio needs help now. ^
! ^	insert exclamation point	Hip, hip, hooray! Rubberband Boy saves the day. ^
~	reverse letters or words	Thank <del>for you</del> speeding to the resc <del>eu</del>