

Name _____

Proofreaders' Marks and Correction Symbols

Delete, take out!

Delete this and close up

Insert more space (more space)

Let it stand –(all matter above data)

Period

Comma

Semicolon

Colon

Apostrophe

Open quotes

Question mark

Exclamation point

Hyphen

Parentheses

Dash

Close up entirely: take out space

Less space between words

Insert Space

Sentence fragment

Run-on sentence

Begin a paragraph

No paragraph

Flush – No paragraph indention

Transpose letters in a word

Transpose enclosed in circle matter