



Be a Proofreading Pro

Directions: Use the appropriate proofreading mark to make each change, following the instructions below.

1. Delete the bold-faced words and insert commas before and after the words *my best friend*:

Jim **who is** my best friend is moving to a new town.

2. Close the space between the two words that should be one word:
My grand mother knitted this scarf for me.

3. Open the space between the words that run together:
I've been waiting here for anhour.

4. Capitalize the first letters of the important words in the book titles:
Linda's favorite books are harriet the spy and freckle juice.

5. Change the first letters of the bold-faced words to the lowercase:
My little **Sister** follows me everywhere I go. I can't **Stand It!**

6. Move the first sentence to follow the second sentence:
I put on my warmest jacket and went out. It was a cold and windy day.

7. Insert quotation marks before and after the speaker's words:
Where have you been? asked my mother. I've been looking all over for you.

8. Start a new paragraph for the second speaker and indent the new paragraph:

"Could I have a kitten?" I asked my dad. "You'd better ask Mom," he said.

Proofreading Marks

Mark

Meaning

Example



Delete words, sentences, and punctuation marks.

a ~~very~~ wonderful day



Insert letters, words, or sentences.

chocolate
I like [^]ice cream.



Make a space.

Cars passed [#]by.



Close a space.

grand [∩]father



Make the letter a capital.

mr. Jones



Make the letter lower case.

My ~~B~~rother fell.



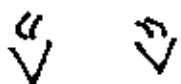
Start a new paragraph.
Indent the paragraph.

"Hi, guys," he called. [¶]"Hi," we answered.

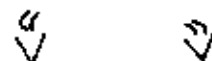


Move where shown.

The final score was 6-4. |
He pitched the last two innings



Insert quotation marks



Come in, she called.