

## Common Proofreading Symbols

Symbol	Meaning	Example
	insert a comma	The mayor's brother, I tell you, is a crook.
	apostrophe or single quotation mark	I wouldn't know where to put this vase.
	insert something	I know it, in fact, everyone knows it.
	use double quotation marks	My favorite poem is "Design."
	use a period here	This is a declarative sentence.
	delete	The elephant's trunk is is really its nose.
	transpose elements	He only picked the one he likes.
	close up this space	The campers are home sick.
	a space needed here	I have only three friends Ted, Raoul, and Alice.
	begin new paragraph	"I knew it," I said. "I thought so," she replied.
	no paragraph	"I hate him," Hilda said. "He makes me sick!"
	Check your spelling	When Harry <b>realizd</b> Hilda hated him, he hung his head in embarassment.
	Capitalize a letter	Hilda hartless lived in palatka, a small town in Florida.
	Make a capital letter lowercase	Harry was new to Palatka and no one knew where he was from.