

Proofreading

Proofreading means to find and correct errors in a text. Study the proofreading marks below. Use the proofreading marks to proofread the assigned text.



Take out.



Spell correctly.



Indent.



Lowercase letter.



Add word.



Capitalize letter.



Add a period.



Add a question mark.



Add a comma.

Put a check mark next to each common error that you found in the text.

Sentence did not begin with a capital letter

Incomplete sentence

Proper nouns not capitalized

Subject-verb agreement error

Missing words or word repeated.

Spelling error.

Punctuation error.

Other error: _____

