



Proofreading

DIRECTIONS: Use the proofreading marks below to correct the assigned text. Mark the types of errors you found by putting a check in the lefthand box. In the righthand box, say how many of each error you found.



Capitalize Letter.



Add a period.



Add a question mark.



Add a comma.



Takes words out.



Spell correctly.



Indent.



Lowercase letter.



Add word.

Capitalization error

Punctuation errors

Spelling errors

Formatting errors

Need to add a word

Need to delete a word

