

Proof reading Symbols

Symbol	Explanation of the Symbol	Example
¶	Begin a new paragraph	¶ He explained the rules of
≡	Capitalize a lowercase letter	Henderson middle School
/	Use a lowercase letter	great skiing trips in the winter
^ or v	Insert a missing word, letter, or punctuation mark	My friend Joe ^{has} a new green car.
○	Close up space	Some body will help you soon.
ⓐ	Delete and close up	taught my sister etiquette
ⓑ	Delete a word, letter, or punctuation mark	Joy gave two too many reasons.
Ⓢ	Spell out	Ⓢ the ^{thirty} 30 inches of fabric
∩	Change the order of letters or words	In the up of leaving, he forgot
Ⓣ	Move the circled words to the place marked by the arrow (write tr in the margin.)	The young boys threw <u>the cows</u> <u>over the fence</u> <u>some hay</u> Ⓣ
Ⓞ	Add a period	The problem was easily solved. Ⓞ
↵	Add a comma	Well, I'll give it a chance.
#	Add a space	Toni used the # money to start
∴	Add a colon	The letter read: ∴ "Dear Mr. Yen"
∵	Add a semicolon	I'll help you now; ∵ it's not hard.
↵	Add a hyphen	lives on Twenty- [↵] third Street
↵	Add an apostrophe	Jonathan's new computer
“ ”	Insert quotation marks	Sally said, "Good morning."
Ⓢtet	The stet in the margin means "stay," let marked text stay as written. Place three dots under original text.	Ⓢtet My father was rather angry at . . .