










## Proofreading Examples

### J201 – Gena Asher, Instructor

When I return your work, I will correct in red ink any punctuation, grammar or style problems. I use the traditional proofreader marks, and I expect students to use these as well for work in grammar quizzes or any other types of corrections they may make. On the class Web site, there are links to several sites that outline all the types of proofreading and manuscript mark-up techniques as well.

Mark	What it means	How it is used
	Begin a new paragraph	<u>Once</u> there was..... P Once there was ...
	Insert a word, letter, phrase or sentence	He called <sup>him</sup> "Gramps"
	Insert a comma	I took hats, mitts and towels.
	Insert quotation marks	Stop! <sup>!!!</sup> shouted Fred.
	Insert a period	I tapped on the door. <sup>⊗</sup>
	Take out a letter, word, phrase or sentence	Grab your <del>e</del> coat.
	Change a capital letter to lower case	He saw the <del>D</del> irector.
	Change a lower case letter to upper case	He saw <del>mr.</del> Johnson
	Check the spelling of a word	She's my friend. <sup>word?</sup>