

# PROOFREADING MARKS & SYMBOLS

# CHEATSHEET

MARKS/ SYMBOLS	MEANING	EXAMPLE
	Begin new paragraph	She was happy to see him. However, she had no idea about his secret life at that time.
	Capitalize a letter	Alice was born in France.
	Use a lowercase	Their Managing Director was present at the meeting yesterday.
	Close up space	Does anyone know where Mary is?
	Delete and close up	The boss wrote a recommendation letter for him.
	Delete / Remove	Too much work doesn't rarely leave time for exercising.
	Change the order	Lisa her sister taught how to ride a bike.
	Spell Out	sp We've been waiting for the train for more than two 2 hours.
	Don't Change / Stay	stet We had made many similar journeys together, but...
	Make Equal Space	eq# The solution to the problem was quite obvious but they didn't realize it at first.
	Wrong Font	wf Tony explained the rules of the game to his friends.
	Set as Bold	bf Use bold to highlight important phrases in the text.
	Set as Italic	ital The Shack is my favorite movie.
	Center	⌋ Jurassic Park ⌋ ⌋ by Michael Crichton ⌋
	Move Left / Right	⌈ Her brother has caused the whole family too much trouble. The boys threw the ball over the fence. ⌋

MARKS/ SYMBOLS	MEANING	EXAMPLE
	Add / Insert	My neighbor John <sup>bought</sup> a yacht last week.
	+ period	Sally used all her savings to start a new business <sup>o</sup> .
	+ comma	Well, <sup>,</sup> I've decided to help you.
	+ space	Our local travel agent offers great hiking <sup>#</sup> tours every spring.
	+ colon	Tina exclaimed: <sup>:</sup> "I'm fed up with it!"
	+ semi-colon	Nothing interests when too long dwelt upon; <sup>;</sup> little interests that is told a second time.
	+ hyphen	There were twenty <sup>-</sup> five students in my class.
	+ apostrophe	Mike <sup>'</sup> s car is blue.
	+ quotation marks	Emily said, <sup>"</sup> Good afternoon. <sup>"</sup>
	+ question mark	Is proofreading your regular profession, Miss Parker <sup>?</sup>
	+ exclamation mark	Wow, what an amazing view <sup>!</sup>
	+ parentheses	<sup>(/)</sup> The World Health Organization <sup>^</sup> WHO <sup>^</sup> promotes health worldwide.
	+ brackets	<sup>[/]</sup> Helen wrote, "I would rather die than <sup>^</sup> sic <sup>^</sup> betray my friend."
	+ en dash	<sup>/N</sup> The scheduled time for the workshop is 8:00 <sup>/</sup> 11:30 a.m.
	+ em dash	<sup>/M</sup> No one <sup>/</sup> not even the CEO <sup>/</sup> realized the company would go bankrupt so quickly.