

KYLE BISHOP
PROOFREADING MARKS

Capitalize	I live in <u>utah</u> .
Lowercase	My F riend was already there.
Delete	Where is the meeting at? ^g
Insert	Bob has ^{to} go home now.
Insert comma	It is a long [,] hard way to Boston.
Insert period	Mrs. Williams has a new car.
Insert apostrophe	It's not my fault.
Insert hyphen	That is a thought- ⁻ provoking idea.
Insert space	I have to be there every [/] day.
Close up space	Some ^o one forgot the assignment.
Rethink	My best friend was the <u>best</u> .
Italicize	Did you read <u>Moby Dick</u> ?
Wrong word	Give the book to <u>she</u> .
Spelling	Isn't that <u>there</u> property?
Transpose	Are your <u>form</u> Salt Lake City?
Move	I need to <u>quickly</u> run home.
Indent	 Once upon a time. . . .
Don't indent	 ← I looked up just in time.

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PROOFREADING ABBREVIATIONS

¶	Paragraph
DS	Double space
SS	Single space
frag.	Fragment
CS	Comma splice
Run-on	Run-on sentence
awk	Awkward structure
WC	Word choice
PIE	Paragraph structure
P	Point
I	Illustration
E	Explanation
TS	Topic sentence
coll.	Colloquial
choppy	Too many simple sentences
source?	Citation needed
?	Unclear
!	Nicely done
STET	Ignore the correction