

## Using Correction Symbols for Proofreading

| <u>Symbols</u> | <u>Meaning</u>   | <u>Examples</u>                                   |
|----------------|------------------|---|
|                | delete           | The color <del>s</del> is red.                    |
|                | close up         | The color is r ed.                                |
|                | insert           | The color <sup>is</sup> red.                      |
|                | add space        | The color <sup>#</sup> is red.                    |
|                | transpose        | The color <del>is</del> is red. The red color is. |
|                | new paragraph    | The color is red.                                 |
|                | no paragraph     | The color is red.                                 |
|                | capitalize       | the color is red.                                 |
|                | use small letter | The  Color is red.                                |
|                | spelling         | The  color is red.                                |
|                | usage            | The color <sup>us</sup> is red.                   |
|                | fragment         | The color red and color blue.                     |
|                | run-on           | The color is red  the house is blue               |
|                | problem modifier | Newly  painted, I saw the house.                  |
|                | awkward          | The color is, I think, kind of  red.              |