

Period: \_\_\_\_\_

Name: \_\_\_\_\_

KEY

# COMMON PROOFREADER MARKS

Proofreader Mark	What does it mean?	Example of using the proofreader mark
≡	Capitalization	I went to <u>san diego</u> , <u>california</u> for the party.
⌋	Close up	Don't come to class with⌋out a pen.
~	Delete	We went <del>too</del> the store. We ate <del>ate</del> a cookie
^	Insert	I went to <sup>the</sup> last Bingham football game.
#^	Insert space	I cannot <sup>#</sup> go to the movies tonight
/	Lowercase	<del>The</del> timed writing will be next <del>Tuesday</del> .
¶	Paragraph	During the first semester we learn all of the keys on the keyboard. <del>Furing</del> second semester we learn how to compose documents at the computer.
o	Spell out	The students gave me <u>t.m.i.</u> about their weekend.
~	Transpose	We loved the show. We can't wait <u>read to</u> the book.
o	Insert period	Go talk to Mr. <u>Phelps</u> about your missing work.
e#	Delete space	No matter what form the copy takes, <del>  </del> keep the eyes on it as you key.
∨ ∨	Quotation marks	Go! Fight! Win! <sup>∨</sup> yelled the cheerleaders.
↗	Insert comma	From this point forward <sup>∨</sup> you will no longer be allowed to look at your fingers while typing.
∨	Insert apostrophe	Its <sup>∨</sup> almost time to clean up and get ready to leave.
		<del>sckool</del> = school    anim <sup>al</sup> = animal

# Proofreader Marks

# Practice Packet

Keyboarding  
Mrs. Higgs

## PROOFREADER'S PRACTICE EXERCISE

Just how<sup>#</sup> well do you <sup>d</sup>adjust to change? Recogn<sup>o</sup>ize that change is certain to  
come<sup>a</sup> as is death or taxes. You cannot avoid change<sup>n</sup>, but you can adjust to it.  
How quickly you do this is one index of likely success<sup>#</sup> in the world ahead.

*Use the correct proofreader's marks to make corrections to the above copy. Use  
the corrected copy below to verify that you have found all of the errors.*

Just how well do you adjust to change? Recognize that change is certain to  
come as is death or taxes. You cannot avoid change, but you can adjust to it.  
How quickly you do this is one index of likely success in the world ahead.

# Example<sup>~</sup>

Name \_\_\_\_\_ Period \_\_\_\_\_

### PROOFREADING EXERCISE #1

In reference to your questionnaire, I believe you need to label the sections. In my judgment you should describe each section right after each heading.

3

5

6

2

I also recommend that you try to give better directions at the beginning. If the directions are not clear, you might be disappointed with the responses you receive.

A good response to a question is dependent on good planning now.

5  
21

20 + 21

**THE ABOVE PARAGRAPHS HAVE 19 ERRORS. PROOFREAD CAREFULLY AND USE THE CORRECT PROOFREADER'S MARKS TO CORRECT THEM. THE CORRECT PARAGRAPHS ARE BELOW:**

In reference to your questionnaire, I believe you need to label the sections. In my judgment, you should describe each section right after each heading.

I also recommend that you try to give better directions at the beginning. If the directions are not clear, you might be disappointed with the responses you receive.

A good response to a question is dependent on good planning now.

Name \_\_\_\_\_ Period \_\_\_\_\_

## PROOFREADING EXERCISE #2

If you are moving with more control now than you were last week, you can be quite certain that you have shown growth in typing. You can develop as fast as you desire if you will work with zest.

For the next several days, put a little more effort into your work; then check the increase in speed. You will find that just a bit more effort day by day can result in a much higher skill.

**THE ABOVE PARAGRAPHS HAVE 17 ERRORS. PROOFREAD CAREFULLY AND USE THE CORRECT PROOFREADER'S MARKS TO CORRECT THEM. THE CORRECT PARAGRAPHS ARE BELOW:**

If you are moving with more control now than you were last week, you can be quite certain that you have shown growth in typing. You can develop as fast as you desire if you will work with zest.

For the next several days, put a little more effort into your work; then check the increase in speed. You will find that just a bit more effort day by day can result in a much higher skill.

Name \_\_\_\_\_ Period \_\_\_\_\_

### PROOFREADING EXERCISE #3

Being able to work well with other people is one of the most important attributes a person with a business career can have. Office workers should consider themselves to be team members with a single goal of working together for the good of the company.

Courtesy is an important key to getting along with others. Learning and using co-workers' names is imperative as well as giving sincere compliments and offering to help out when critical deadlines must be met.

**THE ABOVE PARAGRAPHS HAVE 19 ERRORS. PROOFREAD CAREFULLY AND USE THE CORRECT PROOFREADER'S MARKS TO CORRECT THEM. THE CORRECT PARAGRAPHS ARE BELOW:**

Being able to work well with other people is one of the most important attributes a person with a business career can have. Office workers should consider themselves to be team members with a single goal of working together for the good of the company.

Courtesy is an important key to getting along with others. Learning and using co-workers' names is imperative, as well as giving sincere compliments and offering to help out when critical deadlines must be met.

4  
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3  
2  
2  
3  
2  
19