

# Proofreading Marks

**#** **New Paragraph**  
 Clean the cage. <sup>#</sup>After cleaning the cage, remember to feed the bird.

**( )** **Close Up**  
 Amrit built a new dog ( ) house.

**#** **Insert Space**  
 Mia does not have a house <sup>#</sup>for her dog.

**tr** **Transpose**  
 Do you think dogs or cats make pets better? (tr)

**sp** **Spell Out**  
 I have (2) cats. (sp)

**≡** **Capitalize** (Cap)  
 Juan's cat is named banjo.

**lc** **Lowercase**  
 Abby's ~~cat~~ is named Frisky. (lc)

**o** **Delete or Take Out**  
 Lawanda doesn't have any <sup>o</sup> pets.

**^** **Insert Word(s)**  
 Derek likes to <sup>his cat for</sup> take walks.

**“ ”** **Insert Quotation Marks**  
 Li said, <sup>“ ”</sup> I wish I had a horse. <sup>”</sup>

**o** **Insert a Period**  
 Curtis just got a new puppy. (o)

**,** **Insert a Comma**  
 Juli's dog likes dog toys, treats, and going for walks. <sup>,</sup>