

Proofreading Practice 1: Uppercase and Lowercase Letters

Use the proofreading marks in this table to make corrections to the paragraph below.

Mark	Meaning	Example	Mark	Meaning	Example
≡	Capitalize	It was the last day to <u>may</u> .	to	Make it lowercase	The <u>dog</u> is brown.

seasons of the Year

there are four seasons in the year. The seasons are winter, spring, summer and fall. december, january, and February are the months in winter. spring has the months of march, April, and may. june, July, and august are the months in summer. The last season of the year is fall. fall has the months of september, october and november. my favorite season is fall. what is your favorite season of the year? finish the sentence:

My favorite season is _____.

Hillcrest Medical Center Proofreading Exercise Answers

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