

## Proofreading Symbols

| Instruction                      | Editing Mark                            | Example                          |
|----------------------------------|-----------------------------------------|----------------------------------|
| Insert full stop                 |                                         | He was running.                  |
| Change to capital letters        |                                         | jet was living in ydney.         |
| Change to lowercase letters      | Encircle letter and write 'c' in margin | A doctor is an important person. |
| Correct the spelling             | Write the correct spelling above        | They looked for their ball.      |
| Delete text                      |                                         | Take note the a scooter.         |
| Delete a letter                  |                                         | I love to read.                  |
| Close up the space               |                                         | He looked for his ball.          |
| Insert space                     |                                         | He looked for his ball.          |
| Insert paragraph                 |                                         | They looked for their ball.      |
| Insert comma or punctuation mark |                                         | He looked for his ball.          |
| Insert hyphen                    |                                         | He looked for his ball.          |
| Insert apostrophe                |                                         | He looked for his ball.          |
| Insert quotation marks           |                                         | He looked for his ball.          |



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| Close up the space          |                                         | He looked for his ball.          |
| Insert space                |                                         | He looked for his ball.          |

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# English Editing Guideline

**EW Minium**



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