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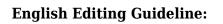


# **Proofreading Symbols**

Instruction	Editing Mark	Example
Ensert full stop.	0	He was running)
Change to capital letters.		gue was living in gydney.
Change to lowercose letters.	Encircle letter and write 16' in margin.	te A Opctor is an important person.
Correct the spelling.	Write the correct spelling above	They looked for there ball.
Defete text.		Jake rade the a scooter.
Delete a letter.	/	I love top read.
Close up the space.	0	Dell's Control of
Insert space.	L	ink saving Ed

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