













Proofreader's Marks

Instructions: Match the following Proofreader's Marks in column A to the correct name/definition in column B.

<u>Column A</u>	<u>Column B</u>
A. 	1. _____ lower case letter
B. 	2. _____ insert
C. 	3. _____ capitalize
D. 	4. _____ insert period
E. <i>lc</i>	5. _____ eliminate/delete
F. 	6. _____ add space
G. 	7. _____ close up space
H. <i>stet</i>	8. _____ spelling error
I. 	9. _____ spell it out
J. 	10. _____ move right
K. 	11. _____ insert question mark
L. 	12. _____ indent
M. 	13. _____ move lower
N. <i>sp</i>	14. _____ ignore correction
O. 	15. _____ transpose/reverse