

- II. Write the NUMBER next to the CORRESPONDING editing mark description:
(15 POINTS)

	capitalize	1	
	delete	2	
	Insert a word, letter, or phrase	3	
	Insert period	4	
	Change to lower case	5	
	Insert comma	6	
	Insert space	7	
	Insert quotation marks	8	
	Insert an apostrophe	9	
	Close space	10	
	Start a new paragraph	11	
	Transpose letters or words	12	
	Move right	13	
	Check spelling	14	
	Move left	15	