PROOFREADING SYMBOLS

INTRODUCTION

- **PROOFREADING** is the process of finding and correcting mistakes in text before it is printed or put online

- Proofreading marks are used to highlight spelling,vocalubary, grammatical and punctuation errors.

SYMBOLS

- There are various symbols that serves different purposes.

- Each symbol or notation have it's own meaning.

1. Delete

- The delete symbol is used to mark something for deletion

- The delete symbol is used in proofreading and where it may be written over the selected text itself or in the margin alongside the selected text, which is usually struck through with a line

2. Insert

- The insert symbol is used to mark insertion.

- The text to be inserted will be written in the margin next to the mark.

3. Captilize

- This symbol is used to correct a capitalization error.

- The letter in which the capitalize symbol is marked shoukd be capitalized.

4. Delete space

- The Delete-space symbol / close-symbol is used to denote the deletion of space between two words

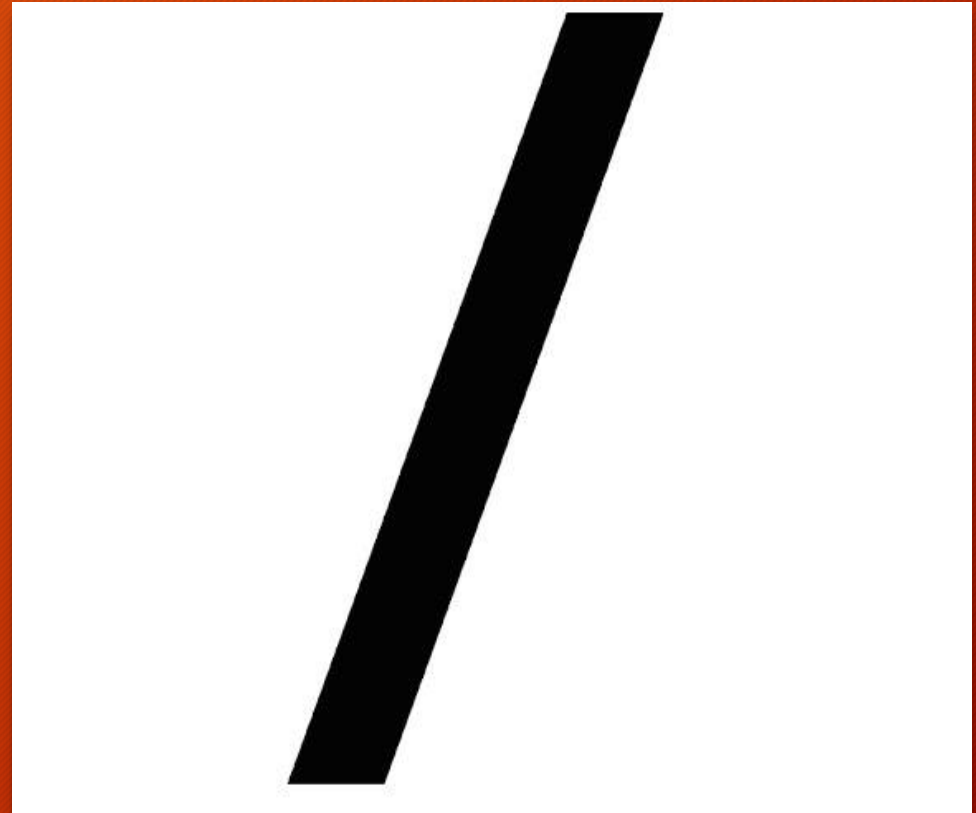- The symbol is put in between two words that should be treated as one

5. Add coma

- The Add-coma symbol is used to denote the addition of coma between two words or symbol.

6. Lowercase

- This symbol is used tO denote that a letter or a word should be made to lowercase.

- This symbol is put as a stroke through a capital letter.

THANK YOU