

SYMBOL	MEANING	EXAMPLE
↗	Insert comma	Proofreading is easy, but you have to read carefully.
↘	Insert apostrophe	Don't rush through the editing process.
“ ”	Insert quotation marks	My mother said, "Let's go pick up your library books."
=	Insert hyphen	The paragraph is eighty-two words long.
○	Insert period	Leave plenty of time to revise your work.
sp	Spelling problem	Run spell check to help avoid misspellings.
○	Spell out	Jasper wrote 3 drafts of his paper.
-ed	Final -ed problem	I finish my essay last night.
-s	Final -s problem	Jane uses these pen to write her papers.
ww	Wrong word	At first, Jerome's essay was to short.
≡	Capitalize word	I try to proofread my spanish homework as well.
/	Lowercase word	She is excited to study literature in the fall.
#	Insert space	In my story, the hero finds a mysterious box in the attic.
○	Close up space	He wrote the poem in his notebook.
↯	Delete word	One way to prewrite is to draw a diagram.
^	Insert word	Revising is important for writing effective paper.
~	Transpose words	Reread the assignment before you revising start.
T	Tense problem	After we finished our papers, we eat a snack.
pron	Pronoun problem	It is easier to proofread your draft if you print them out first.
s-v	Subject-verb agreement problem	Space are my favorite topic to write about.
frag	Sentence fragment	If you ask someone to read over your draft.
r-o	Run-on sentence	Choose a topic that interests you brainstorm ideas about that topic.