









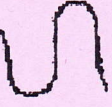















Name: _____

Proofreading Symbols

<u>Symbol</u>	<u>Meaning</u>
	Begin and indent a new paragraph.
	Take out a letter, word, phrase, or sentence.
	Change a capital letter to a small letter.
	Change a small letter to a capital letter.
	Insert a period.
	Insert a letter, word, phrase, or sentence.
	Close the gap between letters or words.
	Check the spelling.
	Insert a comma.
	Insert quotation marks.
	Switch positions of a letter or word.
	Space needed here.

Writing Rules and Tools

Proofreading Symbols

<u>Symbol</u>	<u>Meaning</u>
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Writing Process

1. Prewriting
2. Drafting
3. Revising
4. Editing
5. Publishing

Final Copy Top Ten

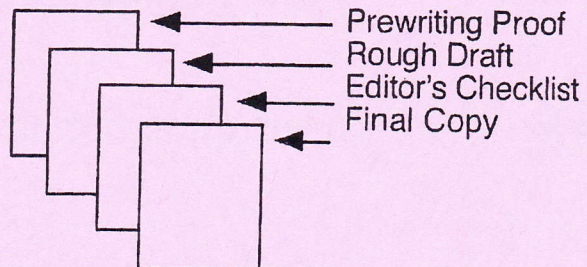
1. Cursive in ink/single sided or word processed/double space
2. Center title on top
3. PAND
4. Margin to margin
5. Indent paragraphs
6. Line space at the bottom of the page
7. Single sided
8. Single spaced
9. Neatness counts
10. Number the pages

Drafting

- * PAND your paper
- * Number all your pages
- * Double space
- * Margin to margin
- * Single sided
- * Pencil
- * Line space at end of page



Hand in Order Final Copy



Staple in the upper left hand corner.