



Proofreading Marks

Mark	Meaning	What To Do
RO	Run-on sentence	Break the sentence into two or three sentences.
Frag.	Fragment	This is an incomplete sentence
^	Insert	Insert a word or phrase here
○	Close up the space	You put a space, but don't need it
T	Tense	Check the tense of the verb
l	Make lowercase	You have a capital letter which should be made smaller
<u>l</u>	Make uppercase	You have a small letter which should be capitalized
?	I don't understand your meaning.	The thought or sentence does not make sense
Agr	Agreement	Check subject-verb and pronoun-noun agreement
Sp.	Spelling mistake	Check and correct spelling
WW	Wrong word	This is the incorrect word in this context. Check the spelling or meaning of this word.
WC	Word Choice	This word is a possibility, but doesn't quite work. A different word would convey the meaning better.
Reword	Reword or paraphrase your sentence	The idea seems to be there, but the grammar is wrong or the flow isn't working
Gr	Grammar	The grammar is incorrect. Check and correct.
P	Punctuation	The punctuation is incorrect or missing. Add or change punctuation.
Trans	Transition	Modify or add a transition phrase or sentence to improve flow and organization.
Sent. Str.	Sentence Structure	Awkward or ungrammatical sentence
¶	Paragraph	Indent and/or start a new paragraph