

# Correction Symbols

≡ Capitalize

Example: november

/ Make lower case

Example: Sally ran to the ~~S~~store.

^ Insert a word

Example: She did <sup>not</sup> understand.

^ Add punctuation

Example: Mary <sup>,</sup> there was a phone call for you.

○ Add a period

Example: Mary, there was a phone call for you ○

P Begin a new paragraph

e Take out a word or punctuation

Example: Today is ~~is~~ Monday.

~ Switch order

Example: Please do <sup>not</sup> put your book there.

W.W. Wrong word

ZAP <sup>OR</sup> Example: Put the books over their. <sup>ZAP</sup>

sp Check spelling or spell out

Example: Kelly ate 6 marshmellors. <sup>sp</sup> <sup>sp</sup>

# Make a space

Example: Today is Monday, <sup>#</sup>September 22.

∩ Close the gap

Example: Today is Monday <sup>∩</sup>, September 22.

RO = RUN-ON

FRAG = FRAGMENT

W.C. = WORD CHOICE

S.F. = SENTENCE FLUENCY