





ST PATRICK'S SCHOOL PROOFREADING SYMBOLS

SYMBOL	MEANING	EXAMPLE
ES1 and S1		
=	Change the case (upper or lower)	next <u>W</u> eek it is <u>s</u> am's birthday.
○	Check punctuation	Are you going to the beach today ○
_____	Check spelling	<u>Thay</u> went to the beach and <u>playd</u> in the sand.
S2 and S3		
^	add a word	We took a bucket and spade to beach. ^
□	start a new paragraph	□ After that...
 <p style="text-align: center;">OR</p> 	This doesn't make sense	 <p>After we went swimming in the water we went home and we went surfing and we collected shells and I fell asleep in the car.</p> <p>I played with my dog and my dad is big.</p> 
strike through word	Remove word/s	We had a great time on on the beach.