

### Editing Symbols

Mark	Meaning	Use
1.	Delete (Take it out.)	My dog is <del>the</del> my friend.
2.	Add a word.	Pizza is <sup>my</sup> favorite food.
3.	Capitalize this letter.	I live in <u>port</u> land.
4.	Make this a lowercase letter.	My sister is <del>older</del> than I am.
5.	Add a period.	I am leaving on Tuesday.
6.	Add a comma.	I ate juice, toast, and cereal.
7.	Add an apostrophe.	The neighbors' dog bit me.
8.	Add quotation marks.	"I'm having a blast," he shouted.
9.	Start a new paragraph.	"Wild dogs!" yelled Joe. "Should we run?" Jacob asked.
10.	No new paragraph; sentences should run together.	Skateboarding is more fun than walking. It's even more fun than flying.
11.	Change a letter or word.	I'm <del>dine</del> with the yard.
12.	Transpose the order of letters or words.	It was a dark night.
13.	Add a question mark.	Do you want to go?
14.	Close up.	Pa per or plastic?
15.	Put deleted material back in.	Would you like <del>paper</del> or plastic?
16.	Insert space.	Here comes Jane.