

Practise Making Proofreading Marks

Following the markup prompts, make the corrections needed in the following sentences. If necessary, refer to appendix C for a list of markup symbols.

Make lower case Dear MR. Smith

Close up They can not have been given the codes!

Insert a character He works in the goverment procurement office now.

Set in boldface You must act immediately!

Transpose They endlessly must fantasize about holding absolute power.

Set roman The term resumes in two weeks.

Mark superscript The theorem is represented thus: $a^2 + b^2 = c^2$.

Insert a word Parvesh is working to afford a in Europe.

Set in small caps Brian Mulroney was responsible for the FTA.

Delete and close up Did you know that your tail-bone is exquisitely sensitive?

Spell out His grandson is 4 months old now.

Capitalize I live in Victoria, British columbia.

Delete a character I need cofffee to get me started in the morning.

Set in italics D.H. Lawrence wrote the novel *The Rainbow*.

Let the change stand I find proofreading really exciting.