

## Editing and Proofreading Marks

Use these symbols to correct each MUG Shot sentence and paragraph.

Insert here.	^	<i>them</i> take^home
Insert a comma, a semicolon, or a colon.	^ ; ^ :	Troy^Michigan
Insert (add) a period.	⊙	Mrs⊙
Insert a hyphen or a dash.	- -	one^third cup
Insert a question mark or an exclamation point.	? !	How about you^?
Capitalize a letter.	/(or) ≡	<sup>T</sup> toronto (or) <u>toronto</u>
Make a capital letter lowercase.	/	<sup>h</sup> History
Replace or delete (take out).	— (or) —y	<i>cold</i> a <del>hot</del> day (or) a <i>hot</i> <del>not</del> day (or) a <i>hot</i> <del>not</del> day
Insert an apostrophe or quotation marks.	∇ ∇∇ ∇∇∇	Bills ∇ ∇∇ Wow! ∇∇
Use italics.	_____	<u>Tracker</u>
Insert parentheses.	( )	letters (from A to Z)

## WEEK 1: Potpourri

### ■ Sentence Fragment, Capitalization

Athens, a city in greece named after athena, the greek goddess of war and wisdom.

### ■ Using the Right Word, Run-On Sentence

In Greek myth, centaurs were half man and half horse apparently, that did not seam totally weird too people back than.

### ■ Capitalization, Apostrophe, Adjective (Articles)

In japan its considered good luck to cross the path of an black cat.

### ■ Numbers, Comma (Interjections), End Punctuation

Wow people in the world drink more than 260,000,000 glasses of soda every day

### ■ Quotation Marks, Comma (Appositives), Subject-Verb Agreement

Aesop the writer of such famous fables as The Fox and the Grapes were a Greek slave.