

# Editing and Proofreading

Use proofreading marks to correct the spelling, grammar, and punctuation mistakes in the passage.



## Proofreading Marks

# PREVIEW

- ☰ Capitalize it.
- / Make it lowercase.
- ^ Add a comma.
- ⊘ Delete(remove) it.
- ⊙ Add a period.
- ⊖ Add a spelling mistake.

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Recycling is a crucial practice that helps protect our environment. Every day, people generate tons of waste, so much so that it fills up landfills and oceans. By recycling, we can reduce the amount of waste that ends up in landfills. Items like plastic glass and metal are recycled into new products, saving natural resources and reducing the need for new raw materials. For example, recycling plastic reduces the amount of new plastic produced, which is essential because plastic takes hundreds of years to decompose. Recycling also saves energy. Recycling materials generally requires less energy than making them from raw materials. Every one can contribute to recycling by sorting their waste properly, using recycling bins, and supporting products made from recycled materials. By doing so, we can all help create a cleaner, more healthier planet for future generations.