

# Editing and Proofreading

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



## Proofreading Marks

≡ Capitalize it.

^ Add a comma.

○ It's a spelling mistake.

/ Make it lowercase.

⊘ Delete (remove) it.

⊙ Add a period.

^ Add a word.

⊘ Use the space.

# PREVIEW

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The united states is pa  
the world. In Fact only  
only a little bit smaller.  
composed of 3.8 millic

of the biggest country's in  
United States. the china is  
states. The country is  
tates? This include two

states witch are not part of the Continental United States. This means they our not directly  
connekted to the mainland. These states are alaska and hawaii.