

# Essay Proofreading Marks

Use the following information to help you understand some of the comments on your essay. If you're unsure of a comment, ask your teacher!

⊙	add period	~	make into one word
e/ or /	delete	←	align at left margin
	add space	≡	capitalize
RO	run-on sentence	<del>A</del>	lowercase
frag.	fragment sentence	¶	create new paragraph
awk.	awkward wording	(cite)	cite your source
	- rephrase sentence	POV	point of view (usually an error / shift)
MLA	follow MLA guidelines	cs	comma splice
↔	switch words	cliché	common phrasing
DS	double space	coll.	colloquial language
wc	poor word choice	(P)	add parenthetical citation
L!	add	T.S.	topic sentence needed
⊙ sp	wrong spelling	con.	avoid contractions
😊 wc	good word choice	pr.	proofread
i	italicize	prep.	improper sentence (ending with preposition)
conf.	confusing sentence		
→	indent paragraph		
X	delete large gap		
vt	wrong verb tense		
PP	improper use of personal pronoun		

## \* \* Some Helpful Tips \* \*

1. avoid referring to yourself (I) in an essay, unless it's personal
2. never use the following words: "things", "stuff", "I think", "in conclusion"
3. capitalize He when referring to God
4. capitalize proper nouns
5. capitalize major words in essay titles
6. avoid 2nd POV (e.g. saying "you" to refer to the reader)

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