

NAME: _____

CORRECTION SYMBOLS

For each symbol identify the correct definition and enter its number in the first column.
The first one has been done for you.

12	stet	Insert a character or word(s) into the text where indicated	1
	NP //	Close up the space between words or characters where shown	2
	H	Change the word or phrase indicated into capitals	3
	9	Insert additional material (from another source) where indicated	4
	⌋	Remove the paragraph break already in the text	5
	sp caps	Change the indicated character(s) to lower case letter(s)	6
	^	Insert a hyphen between the characters or words where indicated	7
	lc	Change the order of the words as indicated	8
	uc	Change the word or phrase indicated to spaced capitals	9
	↪	Delete the word(s) or character(s) indicated in the text	10
	^#	Insert a space between the characters or words indicated.	11
	Ⓐ	Let the original version stand. Do not change anything.	12
	ers	Change the indicated character(s) to upper case or capital letters	13
	caps	Insert a new paragraph as indicated in the text	14