

Name: _____

Date: _____

Proofreader's Terminology

F C B F B E S O P S N A R T S D E L E T E Y H X
I Z Y O X I I N S E R T P A R E N T H E S E S G
O N W O D E V O M A K E U P P E R C A S E T K F
Z F N I A M M O C T R E S N I X O E A J Z Y R Q
F I O C S F U K J B J W H S A D N E T R E S N I
C N L S E H P O R T S O P A T R E S N I X I R H
J S O U I N S E R T P E R I O D Y F B T B U A F
Y E C I N S E R T Q U O T A T I O N S M A R K D
Q R I S F E E M H S L L M R F Q C T I S G Y H X
W T M E X C C A K T C M A K E L O W E R C A S E
T E E S N A E K X F Z I Q V D D E K M A Z S Z G
N M S E O P N E D E M D L Q A B X T Z K T U Z V
E D T H S S T E T L N W B A H J H I U W U A P N
H A R T P P E Q N E F L U K T G Q S E Q S K U P
P S E N E U R U O V T T E E I I T U L H N U E S
Y H S E L E I A F O E K B R K I T J I Y C L V E
H D N R L S G L G M R D E H S I O E R C W E O T
T V I A O O N S N T A V T J M V P S S W Z T M A
R A X P U L Z P O B O H T W O S K Q W Z V S H S
E U P N T C I A R M G W N E C A P S D D A T S B
S A D I U W N C W E N O L O C T R E S N I A Z O
N C K G J B T E A Z Z G R Q K H C O C W Q N X L
I N S E R T Q U E S T I O N M A R K E S G D M D
M G J B T Q F P U E S O L C D N A E T E L E D O

Insert quotations mark
Begin parentheses
Close up space
Make uppercase
Insert comma
Wrong font
Move left
Center

Insert question mark
Insert apostrophe
Insert em dash
Insert hyphen
Set as bold
Add space
Spell out
Delete

Delete and close up
Insert semicolon
Insert en dash
Insert period
Set italics
Let stand
Transpose

Insert parentheses
Make equal space
Make lowercase
Insert colon
Move right
Move down
Move up