Proofreaders' Marks

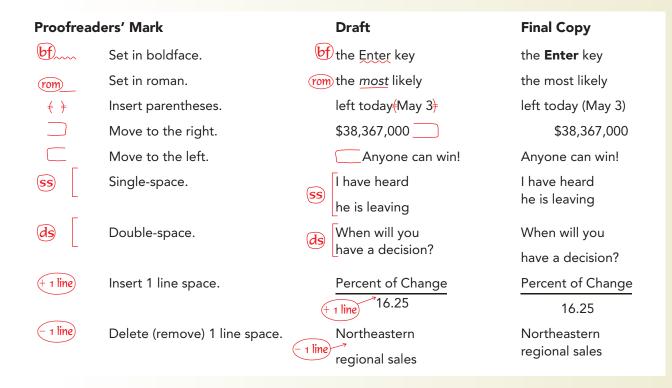| Proofreaders' Mark		Draft	Final Copy
⌗	Start a new paragraph.	ridiculous! If that is so	ridiculous! If that is so
⌒	Delete space.	to gether	together
#	Insert space.	Itmay be	It may not be
⟳	Move as shown.	it is (not) true	it is true
∩	Transpose.	beleivable	believable
		is it so	it is so
◯	Spell out.	2 years ago	two years ago
		16 Elm St.	16 Elm Street
∧	Insert a word.	How much it? *is*	How much is it?
ᕀ OR ⌐	Delete a word.	it may not be true	it may be true
∧ OR ⅄	Insert a letter.	temperture *a*	temperature
⌀ OR ⌒	Delete a letter and close up.	committment to buny	commitment to buy
ᕀ OR ⌐	Change a word.	and if you won't *but* *can't*	but if you can't
(Stet)	Stet (don't delete).	I was very glad	I was very glad
/	Make letter lowercase.	Federal Government (Stet)	federal government
≡	Capitalize.	Janet L. greyston	Janet L. Greyston
˅	Raise above the line.	in her new book*	in her new book*
˄	Drop below the line.	H2SO4	H_2SO_4
⊙	Insert a period.	Mr Henry Grenada	Mr. Henry Grenada
⋏	Insert a comma.	a large old house	a large, old house
˅	Insert an apostrophe.	my childrens car	my children's car
˅˅	Insert quotation marks.	he wants a loan	he wants a "loan"
⹀ OR ˄	Insert a hyphen.	a first rate job	a first-rate job
		ask the coowner	ask the co-owner
⅃M	Insert an em dash.	Here it is cash!	Here it is—cash!
⅃N	Insert an en dash.	Pages 1 5	Pages 1–5
⎯	Insert underscore.	an issue of Time	an issue of <u>Time</u>
(ital)	Set in italic.	(ital) The New York Times	*The New York Times*

Proofreaders' Mark		Draft	Final Copy
bf ~~~	Set in boldface.	bf the Enter key	the **Enter** key
rom ___	Set in roman.	rom the *most* likely	the most likely
( )	Insert parentheses.	left today (May 3)	left today (May 3)
⌐	Move to the right.	$38,367,000	$38,367,000
⌐	Move to the left.	Anyone can win!	Anyone can win!
ss [	Single-space.	ss I have heard he is leaving	I have heard he is leaving
ds [	Double-space.	ds When will you have a decision?	When will you have a decision?
+ 1 line	Insert 1 line space.	Percent of Change 16.25	Percent of Change 16.25
– 1 line	Delete (remove) 1 line space.	Northeastern – 1 line regional sales	Northeastern regional sales

Standard Forms for Business Documents

Reference manuals, such as *The Gregg Reference Manual*, provide a variety of letter and memorandum styles, as well as styles for reports and other documents. Many businesses also have their own styles for documents. This appendix includes two basic styles—a business letter and a memorandum. It also shows the most common format for a continuation page (used for either letters or memos).

TABLE B-1 Parts of a Letter

Part of Letter	Location/Description
Heading	
Letterhead or return address	Often appears on preprinted stationery; can also be created in Word. Includes the company name, address, and other contact information.
Date line	Two inches from the top of the page on letterhead stationery or on the third line below a Word letterhead. Use date format shown in Figure B-1.
Opening	
Inside address	Starts on the fourth line below the date; consists of name and address (and possibly company name and job title) of person to whom you are writing.
Salutation	On the second line below the inside address; typically includes a courtesy title (Mr., Mrs., Ms., Miss) and ends with a colon.
Body	
Message	Content of the letter, single-spaced with one blank line between paragraphs.
Closing	
Complimentary closing	On the second line below the last line of the body of the letter. Common closings are "Sincerely" or "Sincerely yours" followed by a comma.
Writer's identification	On the fourth line below the closing, to leave space for a signature; includes the writer's name and job title (and sometimes the department).
Reference initials	On the second line below the writer's name and title; consists of the typist's initials in small letters.
Enclosure notation	On a new line below the reference initials if letter has an enclosure. Specify the number of enclosures. Can also use "Attachment" if enclosure is attached.
Optional features	Filename notation—indicates document name for reference purposes; delivery notation—method of delivery (other than regular mail); copy notation—people who will receive copies of the letter (usually begins with "c:" or "cc:")

Figure B-1
Business letter style

Heading

2 inches (or key date on third line below letterhead)

| Date line |

1-inch left and right margins

January 1, 200-

| Inside address |

Key inside address on fourth line below date

Opening

Mr. William Stevenson
Stevenson Marketing, Inc.
University Park Plaza
Indiana, PA 15701

| Salutation |

1-line space

Dear Mr. Stevenson:

Body

Thank you for your interest in *Campbell's Confections*. Allow me to give you some background on our company.

Campbell's Confections is the leading chocolate candy maker in Western Pennsylvania. Our main office, factory, and flagship store are located in Grove City. We have 24 retail stores located in three states. There are fourteen stores in western Pennsylvania, six stores in eastern Ohio, and four stores in northern West Virginia. Thomas Campbell is the President/CEO of the company.

1-line space between paragraphs

Campbell's Confections has three major divisions. The first division, and the oldest, is retail chocolate sales. This division represents 60 percent of our total sales. The wholesale division was formed five years ago and continues to show yearly increases in sales. Projected wholesales sales for this year are 25 percent of total sales. The third division is fund-raising, and it averages 15 percent of total sales.

Our fully automated, computerized ordering system provides fast and efficient service for corporate and fund-raising orders. In most cases, orders are processed and shipped within five business days. In addition, customers can call ahead to place orders if they will be visiting the area. We try our best to accommodate the special requests of visitors to *Campbell's Confections*. Chocolate orders may be shipped from September through May.

All *Campbell's Confections* services are described in the enclosed brochure.

It was a pleasure meeting you, and I look forward to hearing from you soon.

1-line space

Sincerely,

| Complimentary closing |

3-line spaces

| Writer's identification |

Lydia Hamrick
Customer Service

Closing

<xx>

| Reference initials (if different from writer) |

1-line space

Enclosure

| Enclosure notation |

c: Lynn Conger

| Copy notation |

Figure B-2
Continuation page header for two-page (or longer) letter or memo

1 inch

Mr. William Stevenson
Page 2
January 1. 200-

| Name of person receiving letter or memo |

1 inch

2-line spaces between header and continuing text

All *Campbell's Confections* services are described in the enclosed brochure.

It was a pleasure meeting you, and I look forward to hearing from you soon.

Sincerely,

Lydia Hamrick
Customer Service

<xx>
Enclosure
c: Lynn Conger

TABLE B-2 Parts of a Memo

Part of Memo	Location/Description
Heading	Starts 2 inches from top of page using plain paper or letterhead stationery or on third line below memo letterhead. Consists of guide words ("MEMO TO," "FROM," "DATE," and "SUBJECT") in capital letters followed by a colon. Entries after guide words align at a 1-inch left tab setting. Use the date format shown in Figure B-3.
Body	Starts on the third line below the memo heading; contains the message, single-spaced with one blank line between paragraphs.
Closing	On the second line below the last paragraph; includes reference initials (the typist's initials in small letters). Might also include an enclosure notation, a file name notation, and a copy notation or distribution list.

Figure B-3
Memorandum style

Heading

2-inches (or begin keying on third line below letterhead)

1-line tab setting

MEMO TO: Store Managers

FROM: Garland Miller

DATE: March 1, 200-

SUBJECT: Health Screening Day

1-line space

2-line spaces

Body

In an effort to keep our health premiums low and our health benefits high, Campbell's Confections is planning a "Health Screening Day." We hope to have a high turnout, and if the day is successful, we may plan a Health Screening Day each year.

1-line space between paragraphs

All reports and research studies that we have analyzed have convinced us that the more workers know about their health, the more likely they are to take the initiative to improve it. If we empower our employees regarding their health habits, the more likely we will reap the benefits of fewer health insurance claims. Even more noticeable should be a lower absenteeism rate and fewer sick days accrued.

We are tentatively studying the following categories:

- Height and weight
- BMI (body mass index) and weight loss
- Body composition analysis (to determine safe levels of body fat percentages)
- Obesity and weight loss
- Blood pressure and pulse for hypertension monitoring
- Blood typing
- Diabetes screening
- Cholesterol ratios and triglycerides
- Flexibility analysis
- Reflex time
- Glaucoma screening
- Allergy screening
- Asthma screening

Download the Health Screening worksheet from the Web site, and poll all employees to record their interest level. Fax the completed worksheet to me by March 17. Thank you for your assistance.

<xx>

1-line space

Closing