

TAKS WRITING INFORMATION

EDITOR'S MARKS

SYMBOL	MEANING	EXAMPLE
¶	new paragraph	For vacation. ¶ Soon . . .
≡	capitalize	North <u>a</u> merica
/	lower case	The P olitician shook hands.
↻	move	They went after skating <u>home</u> .
SP	misspelled word	edit my writing ^{SP}
^	insert a word	They ^{were} late for the game.
^	insert a comma	pencils, pens, and paper.
○	add a period	He arrived at work ○
↵	delete a letter	Are you there?
↵	delete a word	He went the the wrong way.
↻	switch letters	The game was exciting.
↻	switch words	They saw all it of .
" "	quotation marks	"Goodbye," she said.
(NC)	not clear	(NC) Tomorrow was the race.
#	separate	They drove to the shore.
()	combine	The earth <u>quake</u> was awful.

"REMEMBER - YOU SHOULD"

The information in the box below is provided on the Grade 7 TAKS Writing test.
It should be used by students in grades 5, 6, & 7.

REMEMBER - YOU SHOULD

- write about the topic
- make your writing is interesting to the reader
- make sure that each sentence you write helps the reader understand your composition
- make sure that your ideas are clear and easy for the reader to follow
- write about your ideas in detail so that the reader really understands what you are saying
- check your work for correct spelling, capitalization, punctuation, grammar, and sentences