**Proofreading**

Capitalize a Letter Make a Letter Lower Case Delete Error in Spelling

Period Insert Insert Comma, Semicolon, Colon Insert Apostrophe or Quotation Marks

New Paragraph Transpose (Switch) Verb Tense Error in Agreement

**YOUR ASSIGNMENT:** The paragraph below needs to be proofread. Use editing marks to make corrections.

The first year Mrs. Miller tried to open the pool by herself it was a disaster it had been green with algae by september and she had just covered it up. Instead of fixing it. By may there was a ton of water on top of the pool cover so much that it had torn from the weight and a lot of debris had fallen into the pool but that wasn’t the worst part the worst part was the tadpoles! The pool was full of tadpoles Mrs. Miller got the cover off and bought a robot pool vacuum and put it to work it took weeks. Very hard work. She topped off the water had a new filter installed and after a visit from the pool people to adjust the chemical levels it was looking pretty good it has never been that much trouble to open the pool again