

EDITING CHECKLIST

- ❑ **CHECK FOR PASSIVE VERBS**
 - "TO BE" - WAS, WERE
 - USE THE SEARCH FUNCTION TO FIND THESE WORDS

- ❑ **CHECK SENSES**
 - ❖ TOUCH
 - ❖ SMELL
 - ❖ TASTE
 - ❖ HEARING
 - ❖ SEEING

- ❑ **PROOF READ**
 - ❖ BASIC GRAMMAR
 - ❖ COMMAS, CAPITAL LETTERS, SPELLING
 - ❖ ADVERBS
 - ❖ SENTENCE STRUCTURE

- ❑ **CHECK CLARITY OF VOICE AND POINT OF VIEW**

- ❑ **ELIMINATE UNNECESSARY WORDS**
 - SEARCH THESE WORDS

ALTHOUGH	SUDDENLY	JUST	REALLY
SO	THAT	A LITTLE	ALMOST
AS	CLEARLY	THOUGH	ALTHOUGH
STARTED TO	THERE IS	THERE ARE	VERY
OKAY	NEARLY	WELL	

- ❑ **DESCRIPTIONS - USE A THESAURUS!**
 - ❖ SETTING
 - ❖ CHARACTER
 - ❖ EMOTIONS (USE THAT EMOTION THESAURUS)
 - ❖ EXPRESSIONS/GESTURES (OVER-USED?)

- ❑ **FACT CHECK**
 - ❖ DID YOUR CHARACTER HAVE ON A RED SWEATER BEFORE?
 - ❖ DID THEY FALL SO SHOULD HAVE DIRT ON THEM?
 - ❖ IS THE TIME OF DAY RIGHT?
 - ❖ CHECK YOUR TIME LINE - MAKE SURE IT FLOWS PROPERLY

- ❑ **READ EACH SENTENCE BY ITSELF**
 - ❖ IS IT WELL-WRITTEN?
 - ❖ IS IT CLEAN/CLEAR?
 - ❖ IS IT BEAUTIFUL? (NOT EVERY SENTENCE NEEDS TO BE "BEAUTIFUL" AS FLOWERY WRITING CAN SLOW DOWN PACE, BUT CHECK STRUCTURE)