

25 EDITING TIPS FOR TIGHTENING YOUR COPY

01. Cut long sentences in two



02. Axe the adverbs



03. Stick to one voice



04. Remove extra punctuation



05. Replace negative with positive



06. Replace stuffy words



07. Remove redundancies



08. Reduce prepositions



14. Make your verbs stronger



15. Ditch the passive voice



16. Refer to people as "who"



17. Avoid "currently"



18. Cut "there is" or "there are"



19. Match up your bullet points



20. Use contractions



21. Steer clear of the "ing" trap



Editing For Writers

H Kauffman



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