

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

Peipei Pang



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