

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 ☐

09. Cut "in order to" ☐

10. Don't use "start to" ☐

11. Mix "that" ☐

12. Replace "thing" ☐

13. Spot "very" and "really" ☐

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 ☐

22. Check your commas ☐

23. Use "more than," not "over" ☐

24. Hyphenate modifiers ☐

25. Identify your tells ☐

Double check everything! ☐

NOTES

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Jin-Ying Zhang



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