

EDITING CHECKLIST FOR CLEANING UP PROSE

CONSIDER EDITING	EXAMPLES
PASSIVE VERBS	Was, were, is, are
SENSE WORDS	Look, notice, saw, heard, smell
ADVERBS	Quickly, angrily
WEAK VERBS	Walked, set down
WAS + GERUND	Was running (ran)
VERB + IN FEELING	Yelled in exasperation
THAT	I knew that he went...
JUST	She just wanted...
VERY	He was very upset.
FELT	She felt sad.
SUDDENLY	Suddenly the door shut.
ACTION "AS"	He yelled as he jumped...
BEGAN TO/BEGINNING TO	She began to open the door...

CONSIDER EDITING	EXAMPLES
UNAWARE POV SLIPS	She didn't notice... He didn't realize...
PATTERN OF SENTENCE BEGINNINGS	She this...She that.... She this...She that...
TOO MANY PAST PERFECT "HAD"	She had gone and had seen, and had decided...
GREETINGS IN DIALOGUE	Hello, good morning, how are you?
SPEAKER TAGS	Use mostly "said"
NON-CONTRACTIONS IN DIALOGUE	"She is not here." "I am hot."
OVERUSE OF CHARACTER NAME	*Use pronouns as much as possible
SENTENCE LENGTHS	*Check for a variety in sentence length and structure
STRINGS OF PREPOSITIONS	By the river near the bluff over the mountain...
MULTIPLE ADJECTIVES	The dainty, elegant flower in the blue speckled shiny pot.
EXCLAMATION POINTS	*Limit to as few as possible
LONG PARAGRAPHS	*Break up as appropriate