



EDITING HACKS 101

EDIT LIKE A PRO

1. PRINT WORK OUT - MISTAKES ARE HARD TO SPOT ON SCREEN



2. SHORT & SWEET SENTENCES

Waffly sentences are tricky to read and understand. Ensure paragraphs are targeted and concise. Don't bore people.

3. KILL DULL ADVERBS eg VERY, REALLY, POSSIBLY, ALWAYS



4. DO YOU MAKE SENSE?

- Keep sentences to the point and relevant.
- Is your content flowing in the right direction?
- Are your paragraphs in the correct order?

5. DO NOT REPEAT WORDS

6. EASY ON THE EYE

Break up lengthy text using:

- subheadings
- bullet points
- paragraphs

This also aids SEO.

7. DON'T END ON PREPOSITIONS eg IT, AT, ON, IN

8. WALK AWAY

Write, then leave it alone. Look later to find mistakes and poorly written sentences. Time is kind when it comes to editing.



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