

9 WRITING & EDITING TIPS



1. Focus on clarity: avoid vagueness.

You know all about your work, but your readers don't. Clearly explain everything!

2. Cultivate conciseness: less is more.

Every word should work; delete freeloaders. All sentences and paragraphs should pass the "so what?" test. Also, watch out for redundancies!

3. Use a friendly tone.

Write with your passionate voice; converse with your readers.

4. Avoid jargon and unexplained acronyms.

Ask yourself, "Would my readers use this term themselves?" "Does the term mean the same thing to them as it does to me?"

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5. Keep your piece flowing smoothly.

Use transition words, such as: initially, however, therefore, in addition, for example, although, finally, in conclusion.

6. Choose vivid verbs.

Avoid weak forms of the verb “to be.” Look for strong verbs that convey your exact meaning and create a picture in your reader’s mind.

7. Let ideas germinate.

Take a break from your first draft for a few hours or overnight. Give your subconscious mind time to undergo the creative process! Jot down ideas whenever they visit you.

8. Review this checklist:

- ___ Your piece has a clear purpose.
- ___ Your piece contains all of your priority info.
- ___ Your piece focuses on the interests of your readers.
- ___ Your piece is easy to read.
- ___ The sequence is logical.
- ___ The tone sounds right.

9. Ask others to read your piece.

It’s a great idea to ask a colleague or outside expert to read your piece as if he/she were your intended reader.

For more writing and editing tips (plus lots of examples), get the **FREE Writing for Community Success E-News!**

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