

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 |