

# 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.

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

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