

## 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...