

The Proof Angel Quick Guide

Reviewing your writing

- Leave your work until it feels like someone else's.
- Think about what your audience need.
- Is your plot/structure logical and easy to follow?
- Set up a style guide to record your decisions.
- Split long sentences.
- Cut anything that isn't needed, like:
 - Phrases with prepositions
 - Signals (started, then)
 - Repeats (PIN number)
 - Negative phrases
 - Currently
 - To be or **-ing**
- Test you really need:
 - Adjectives (cold frost)
 - **Pre-** and **-wise**
 - Adverbs (use stronger verbs)
 - Fred said
- Cut weak words:
 - Like
 - Really
 - That
 - Very
 - Thing
 - Stuff
- Are your verbs strong enough that you don't need adverbs?
- Check:
 - Point of view
 - There/their/they're
 - Pronouns are clear
 - Brackets close
 - You're/you are
 - Speech marks
 - It's/it is



- Do verbs refer to nearest (pro)noun?
- Have you used the simplest form of the word?
- Are you repeating yourself?
- Did you show rather than tell?

The Proof Angel is the trading name of Sarah Perkins, freelance editor and proofreader.

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