

## Goodie #1 My Editing Worksheet

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This is the editing worksheet I use for all of my fiction books but before you run out and think you'll have to spend hours looking for all of these words STOP. There is an easy way to use this. This is designed to be used after you've completed your first draft or a sizeable chunk of your manuscript.

For Word users follow these simple steps:

Step 1: Click Edit on the toolbar

Step 2: Find

Step 3: Click on the word “more” at the bottom of the dialog box.

Step 4: Click the word “Replace” across the top

Step 5: Type ‘was’ in the “find what” box [do not put in the quotation marks.]

Step 6: Type ‘was’ in the replace with box [again, no quotation marks]

Step 7: Put your cursor in the “replace with” box

Step 8: Click the word “Format” at the bottom of the page

Step 9: Click the word highlight

Step 10: Click replace all

Now do this with all the words on this list. It seems like quite a bit of work but truly it takes less than 1 minute for each word. If you have a problem with no color showing up make sure the highlighter on your tool bar has a color. I make each column a different color so it's easier on my eyes. Likely your manuscript will look like a rainbow vomited on it but you can now go through and do meaningful edits.

## Editing check sheet

Check for and eliminate:

Passive voice Was That

ing words adverbs [-ly]

Became	to be	to demonstrate	to feel	to experience
to convey	to seem	to express	to display	to look
to show	herself	himself	would	exactly
simply	about	finally	to appear	somehow
actually	here	somewhat	almost	just
already	kind of	somewhat like	sort of	almost like
suddenly	appears	just then	nearly	then
now	there	approximately	basically	practically
truly	really	close to	utterly	even
seems	eventually	were		

Sentences beginning with it or there

As you read your manuscript through ask yourself these questions:

- What is at stake?
- Is it worth fighting for?
- Am I engaging the senses? See, hear, smell, taste, touch.
- Am I connecting physiological responses to physical senses?[Do I connect queasiness to seeing the bad guy on the other side of the window?]

Take the time to give enough detail to let the reader see. Remind them often when you experience something. Again what it is they are experiencing.

Let the reader see the scene.

Do my characters need to do more? Talk more? Think more? Be described more? Do they exist in a vivid setting?

Is my purpose evident?

Do the readers have the information they need to follow the narrative or argument?

Is the narrative laid out in the clearest manner?

Is the tone appropriate?

Is there clear GMC and growth in the characters?

## About the Author



**Author Bio:** Tiffany Colter is a passionate freelance writer whose credits include national magazines, local papers, E-zines and blogs. Topics have ranged from reporting on-assignment about local businesses to national trends in the writing market. She can speak as readily on overcoming challenges by faith as she can reaching a target market through platform development.

Every month more than 40 pieces authored by Tiffany appear online or in print. She speaks regularly to Writers groups & Business Owners as well as individuals.

The Writing Career Coach Program was born out of her desire to provide affordable options to aspiring writers.

Tiffany has a degree in Political Science from the University of Toledo where she graduated Summa cum Laude from the Honors College. She is fluent in three languages, writes suspense-thrillers and reads business books as readily as she does a novel.

**You can learn more about how to build your writing business, whether one article or a series of novels, by visiting Tiffany's blog at <http://WritingCareerCoach.blogspot.com>**

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