

TERM 1: WELCOME BACK!

Banish the Bingo cards
Getting to know
you activities

Myers Briggs Type
Indicator and your class:

How does
personality affect
preferred learning
style?

Maslow's Hierarchy of
Needs Theory:
Term 1 priorities for
new teachers and
new roles

Better writing. Better
feedback:

Editing tips

Malthouse Theatre's
Education offerings
From page to stage



editing tips

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Learning to be a good editor is still a work-in-progress but I wanted to share what editing tips and tricks have helped me.

1. First write for yourself, then your audience.

2. Pick up your quirks in Hemmingway App

I say 'just' and 'that' too much. Hemmingway App helps me to find them and delete them fast!

3. Cut long sentences in two

Write one idea per sentence and split comma heavy sentences into two. When I'm editing copy for my clients this is one of the first things I do.

4. Stick to one voice

Use either 'I' or 'you' and if you have to switch do so once.

5. Ditch the adverbs

Especially after 'he said' and 'she said.' Find a more powerful verb to replace the weak verb + weak -ly adverb combo.

6. Replace negative with positive

Find a way to rewrite statements that contain 'don't', 'shouldn't' and 'can't'.

7. Delete extra punctuation

Reduce your use of -, and ; to make your writing stronger.

8. Remove prepositions

In, for, with, about, between, until – the list goes on. You don't need them.

9. Say it with less

Remove redundant words – often placed after an 'and'. Check out the list of common redundancies.

10. Use the active voice

Passive voice isn't wrong but it does require more words and work. Grammar girl explains it well.

11. Read it out aloud

You'll sound a bit crazy but who cares! This is great for editing flow. If you stumble so will your readers.

12. Don't forget to proof read and edit headings and captions
These are often over looked in the editing process and are full of little errors.

13. Always triple check the spelling for names of people and places.

14. Hyphenate modifiers

Whenever you modify a noun with more than one word, you need a hyphen. The exception: no need to hyphenate modifiers that end in 'ly.'

15. Choose a style and stick to it

Are you a fan of the oxford comma? Are you using American English or British English?

16. Remove repetition

You might think repeating yourself will get your message across but you should be clear the first time.

17. Be careful of colloquialisms and abbreviations

Don't over use them and consider where your audience is reading from. Australian's are crazy for abbreviations [funny video!] but other countries aren't.

18. Learn from your errors

Over time I've noticed I break the same grammar rules regularly in my first draft. Now I have a list of them by my desk so I never forget to check for them when I'm editing.

19. Edit with fresh eyes

Never edit right after you've finished your piece. Don't look at it for a few days. Good writers plan ahead so they leave enough time for editing.

> [Discover the Hemingway app](#)

> [Common redundancies](#)

> [Quick and dirty tips - Grammar Girl](#)

> [How to speak Aussie English](#)

> [Almost an author](#)

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> [Janice Hardy's Fiction University](#)

> [The Write Life: 100 Best Writing Websites](#)

> [Rachel's website](#)

